Spillman 6.2 Release Notes

Built On SENTRYX®

Spillman® Public Safety Software

Spillman Technologies, Inc.
4625 West Lake Park Blvd.
Salt Lake City, Utah 84120
Telephone: 1-800-860-8026
www.spillman.com

First Publication:
July 2012

Notice

Table of Contents

Introduction

The Spillman 6.2 Release Notes present changes made to the Spillman Public Safety software and documentation for Spillman version 6.2. Information intended specifically for the agency's Spillman Application Administrator (SAA) is labeled "SAA." All other information is intended for general users as well as SAAs.

General

This section covers enhancements that apply to version 6.2 in general.

SAA: New application parameters

The following table shows the new application parameters for the Spillman 6.2 release.

Affected modules or interfaces	Apparam	For more information, see
CAD	`cdmdctim`	"SAA: Setting up the cdmdctim application parameter" on page 43.
Hub	`showsupp`	"SAA: Setting up the showsupp application parameter" on page 28.

New PassKey feature

In accordance with Criminal Justice Information Services (CJIS) Security Policy version 5.0 section 5.6.2, Spillman now supports Advanced Authentication (or two-factor authentication) through Spillman PassKey. Spillman PassKey allows you to use Advanced Authentication, which is another logon factor in addition to the standard Spillman username and password. Advanced Authentication is for systems that are not located inside a secure facility, such as substations or patrol vehicles.

Spillman PassKey allows agencies to set security options based on the location of the application. Spillman PassKey provides:

- Varying security options based on the location of the PC.
- Enhanced logging for logon and access.
- A way to remotely deactivate logon access for specific computers.

To set up the PassKey feature, you must:

1. Set up the default security for computers at your agency. For more information, see "Setting up the default behavior" on page 7.
2. Log on to each computer that requires two-factor authentication and create a Spillman identification. For more information, see "Setting up a computer for PassKey authentication" on page 8.

3. Associate devices to the necessary `apnames` records. For more information, see “Managing PassKey Authentication for users” on page 11.

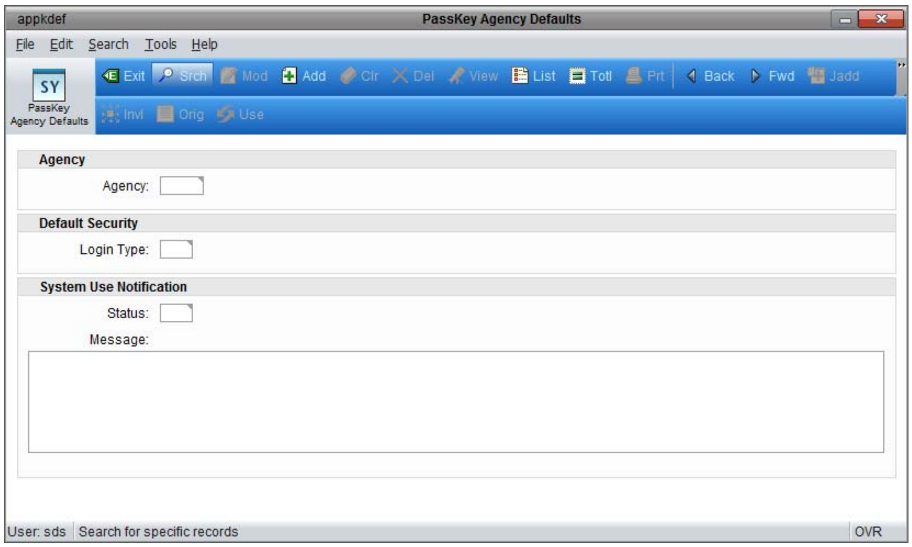
Setting up the default behavior

Your agency can determine the default security required for any computer that does not have an `appkcomp` record. Use the PassKey Agency Defaults screen to set both system-wide and agency default security requirements.

To set up the default behavior:

1. At the Spillman command line, enter **`appkdef`**.

   The PassKey Agency Defaults screen opens.



2. Click **Add**.
3. In the **Agency** field, enter the code of the agency for whom the default settings apply. For system-wide settings, do not enter an agency code.
4. In the **Login Type** field, select the default login type allowed for computers without a PassKey Computer Admin (`appkcomp`) record. Select one of the following options:
   - **`DEV`**. PassKey device required. If a user attempts to log on to the database from a computer where no `appkcomp` record exists, a PassKey device is required to log on.
   - **`STA`**. Standard login required. If a user attempts to log on to the database from a computer where no `appkcomp` record exists, only the standard username and password are required.

- **DIS**. Disabled. If a user attempts to log on to the database from a computer where no `appkcomp` record exists, the software will not allow them to log on. The software displays an error message and then exits the system.

5. In the **Status** field, select whether the System Use Notification screen is displayed for users of the selected agency. Select one of the following options:

   - **ACT**. Active. Displays the System Use Notification message.
   - **INA**. Inactive. Does not display the System Use Notification message.

6. In the Message field, enter the message that you want to appear on the System Use Notification screen when a user logs on to the system. The default message is:

   ```
   Users of this system are advised they are
   entering into a records and data collection
   system that is governed by applicable agency
   policies, local, state, and federal laws, and
   other regulations and are herby notified that all
   usage may be monitored, recorded, and is subject
   to audit.

   Unauthorized use of this system is prohibited.
   Unauthorized users may be subject to criminal
   and/or civil penalties. Continuing to use this
   system indicates the users' consent to the
   monitoring and recording of all actions within
   the system.
   ```

7. Click **Save**.

   The software stores the PassKey Agency Defaults record. You can create an additional PassKey Agency Defaults record for each agency on your system.

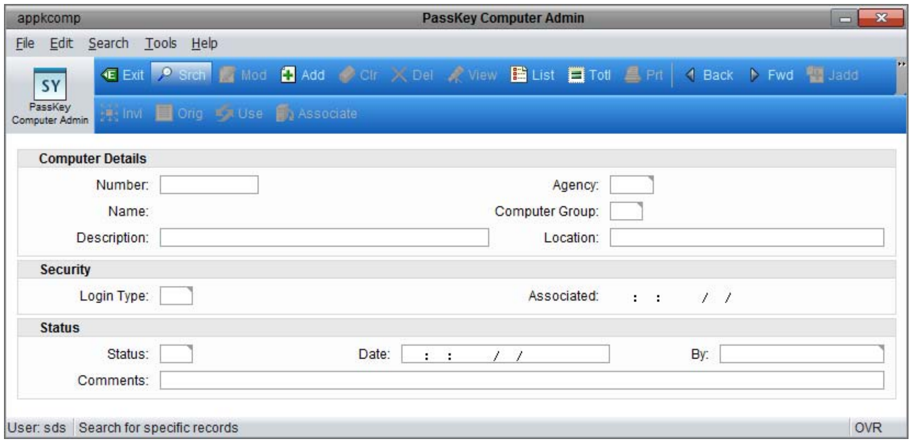
Setting up a computer for PassKey authentication

The SAA must log on to each computer that requires Two-Factor Authentication to give the computer an identification recognized by the Spillman software.

To set up a computer for PassKey authentication:

1. On the computer that requires Advanced Authentication, log on to Spillman with your Super User login.
2. At the Spillman command line, enter **`appkcomp`**.

The PassKey Computer Admin screen opens.



3. Click **Add**.
4. In the **Description** field, enter a brief description to identify the computer.
5. In the **Agency** field, enter the agency that owns the computer. You can click the Lookup button and select an agency from the list.
6. In the **Computer Group** field, select the group within the agency that owns the computer. Enter one of the following:
   - **`ADM - Admin`**
   - **`DIS - Dispatch`**
   - **`INV - Investigations`**
   - **`PAT - Patrol`**
   - **`REC - Records`**
7. In the **Location** field, enter a brief description of the computer's physical location.
8. In the **Login Type** field, select the type of login allowed for this computer. Enter one of the following:
   - **`DEV`**. PassKey device required. If a user attempts to log on to the database from this computer, a PassKey device is required to log on.
   - **`STA`**. Standard login required. If a user attempts to log on to the database from this computer, only the standard username and password are required.
9. In the **Status** field, specify the current status of the computer. Enter one of the following:

- **`ENA - Enabled`**. The computer is enabled and a user can log on to the database with the proper authentication.
- **`DIS - Disabled`**. The computer is disabled and a user cannot log on to the database. If a user attempts to log on to the database from this computer, the software displays an error message and Spillman exits without allowing the user to log on.

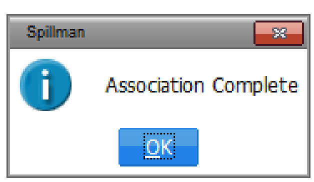
10. In the **Comments** field, enter any additional comments necessary about the computer.
11. Click **Save**.
12. Click the **Associate** button.

> **NOTE**
>
> The **Associate** button is enabled only if the current PassKey Computer Admin record has not been previously associated with a computer.
>
> Once a computer has been associated with a PassKey Computer Admin record, you cannot disassociate or reassociate the computer. If the computer name or hardware used to create the PassKey Computer Admin record changes, an SAA must delete the PassKey Computer Admin record and create a new record.

The software scans the computer for the necessary information to create a unique identification. The software also adds the following information to the PassKey Computer Admin record:

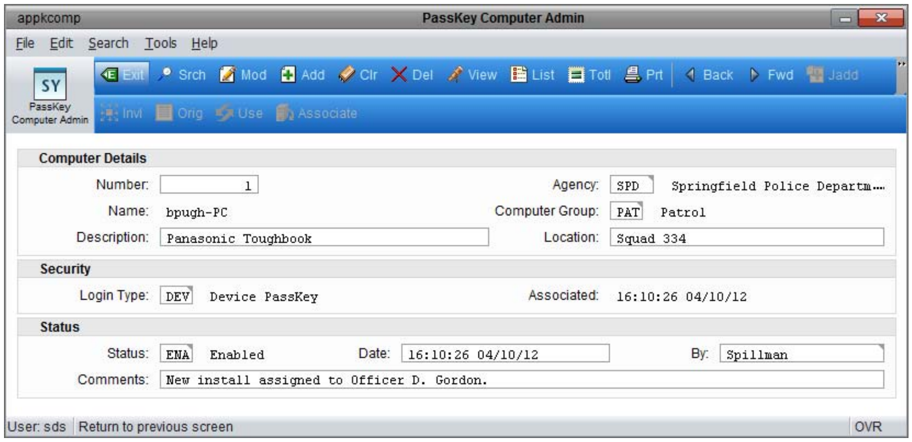
- Adds the Windows computer name of the computer to the **Name** field.
- Enters the current date and time in the **Associated** field.
- Adds `ENA - Enabled` to the **Status** field.
- Enters the current date and time in the **Date** field (in the **Status** area).
- Enters the name of the person that created the record (the current user) in the **By** field.

When the software has completed these tasks, a dialog box appears.



13. Click **OK**.

The software associates the computer with the PassKey Computer Admin record.



14. Log off of the computer.

    Now, when a user attempts to log on to Spillman on this computer, they must meet the authentication specified in the PassKey Computer Admin record.

Managing PassKey Authentication for users

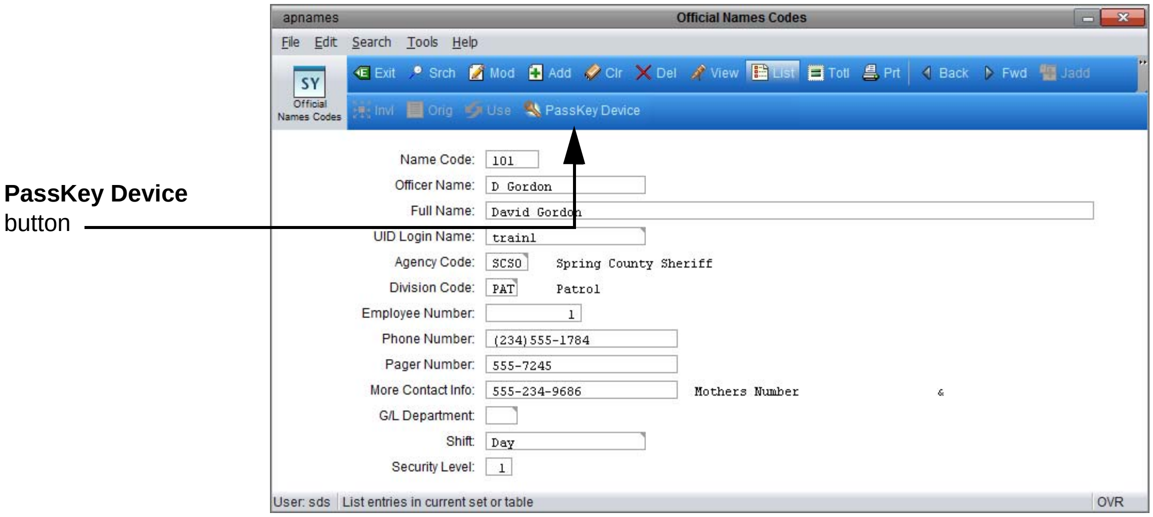
You can use the Official Names Codes (`apnames`) screen to associate a PassKey device. If a user needs to log on to a computer that requires PassKey authentication, you must associate their `apnames` record with a PassKey Device.

To associate a user's `apnames` record with PassKey authentication:

1. From the Spillman command line, enter **`apnames`**.

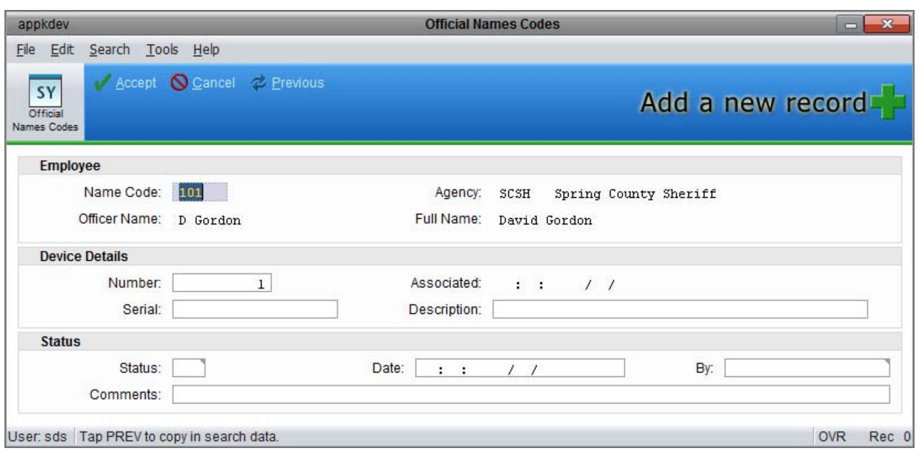
   The Official Names Codes screen opens.

2. Search for the user's record for whom you want to add advanced authentication.



3. Click the **PassKey Device** button.

   The Device PassKey screen opens with the selected user's information displayed.



> **NOTE**
>
> If the current `apnames` record is already associated with one PassKey device, the software displays that PassKey Device record. If the current User record is already associated with multiple PassKey devices, the software displays a list of all related PassKey Device records.

4. In the **Serial** field, enter the serial number that is engraved on the PassKey device.
5. In the **Description** field, enter any additional information that will help administrators identify the PassKey device.
6. In the **Comments** field, enter any additional information about the device.
7. Click **Accept**.
8. Insert the PassKey device into a USB port.
9. Click **Associate**.

   The software searches for a valid PassKey device. If the software finds a valid PassKey device, the software performs the following:

   – Stores the unique hardware identification information.

   – Enters the current date and time in the **Associated** field.

   – Enters the name of the person that performed the association.

Logging on to Spillman with PassKey

If you have a computer that is in a non-secured location, your SAA can set up two-factor authentication to increase the security of your computer. This additional security requires a PassKey device that is issued to you by your SAA.

Logging on to Spillman with a PassKey device

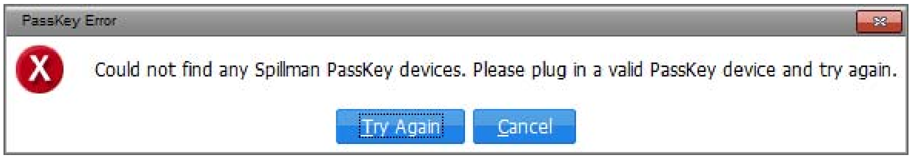
Your SAA can set up your computer to require a PassKey device in order to log on to Spillman. When you insert the PassKey device into one of your computer’s USB ports, the software uses your Spillman password and the PassKey device as verification that you are authorized to access Spillman on the computer.

To log on to a computer that requires a PassKey device:

1. Launch Spillman.
2. Insert your PassKey device into one of your computer’s USB ports.
3. Log on to Spillman as usual.
4. Select your database. Then, click **Login**.

   The software continues the login process. Once logged on to Spillman, you can remove the PassKey device.

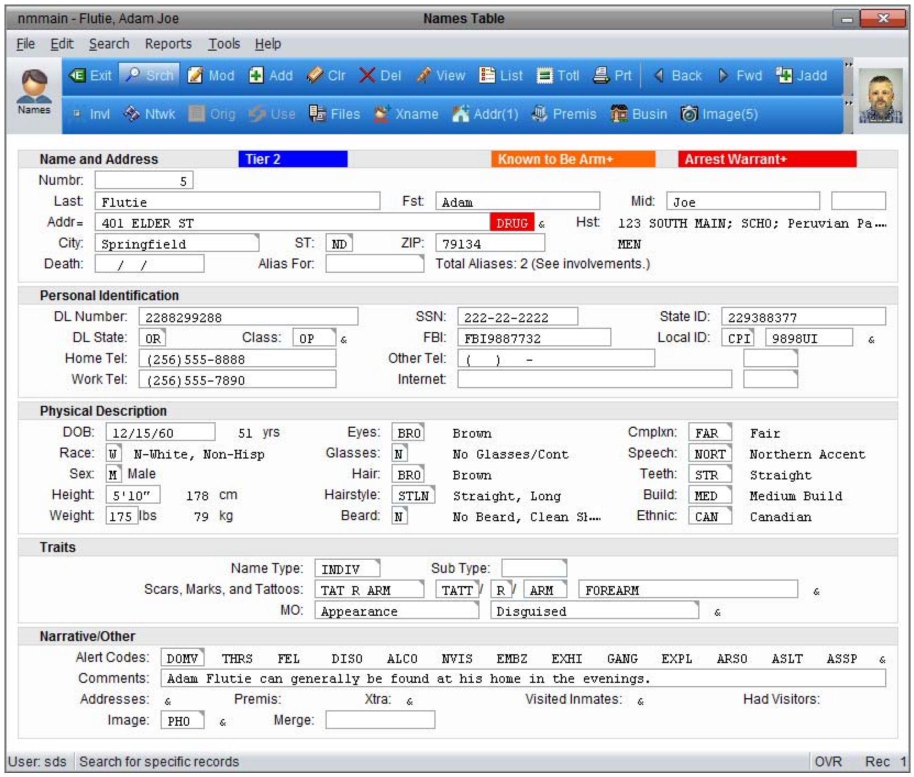
5. If the software is unable to detect a valid PassKey device, the software displays the following prompt.



6. If you receive this prompt, reinsert your PassKey device. Then, click **Try Again**.
7. If you continue to receive this prompt, contact your SAA.

Changes to the Names screen

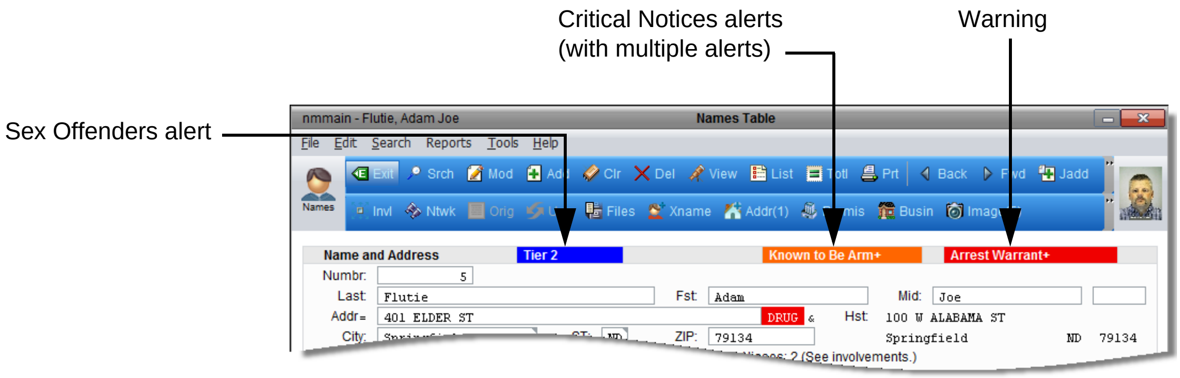
Spillman 6.2 introduces several changes to the Names screen. These changes are available to all Spillman customers with version 6.2. Many of these changes are also used by the new Sex Offenders module. However, you do not need to purchase the Sex Offenders module to use the changes to the Names screen.



These changes include:

- New alerts on the Names screen. In addition to the existing alerts that appear on the Names screen, now the Names screen also displays Sex Offenders alerts and Critical Notices alerts. All screens that currently display warnings now display Warning, Sex Offenders, and Critical Notices alerts.

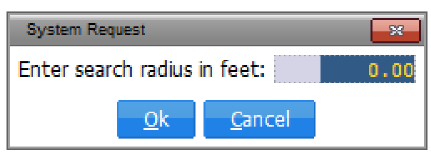
If a Names record has multiple Sex Offenders or Critical Notice alerts, the software displays a + (plus sign). The alert displays the alert type that has the lowest sequence number (set in the code tables).



For more information on adding Critical Notices alerts, see "Adding Critical Notices alerts" on page 19.

- Improved searching capabilities on addresses. When you select the `Between` search type on the **Address** field, the software now searches a specified radius around the address. Now your agency can more easily perform searches to determine if a registered sex offender's address complies with your state's proximity requirements.

  When you select the `Between` search type on the **Address** field, the software displays the following dialog box.



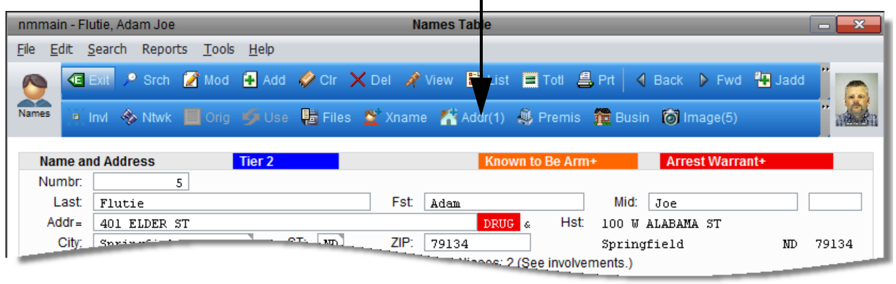
  Enter the number of feet that you want included in the search radius and click **OK**. Then, click **Accept**.

- Ability to record multiple addresses associated with a Names record. Spillman now allows you to track all addresses (home, mailing, work, school, or volunteer addresses) that are associated with a Names record. This is especially beneficial for tracking sex offenders.

The software records a history of each change that is made to the address. Also, you can expire unused Additional Addresses records.

The Names screen now includes a new **Addr** button on the toolbar. Click the **Addr** button to add additional addresses. Also, when a Names record has additional addresses, the software displays the number of additional addresses next to the **Addr** button.

Addr button with the number of additional addresses in parentheses



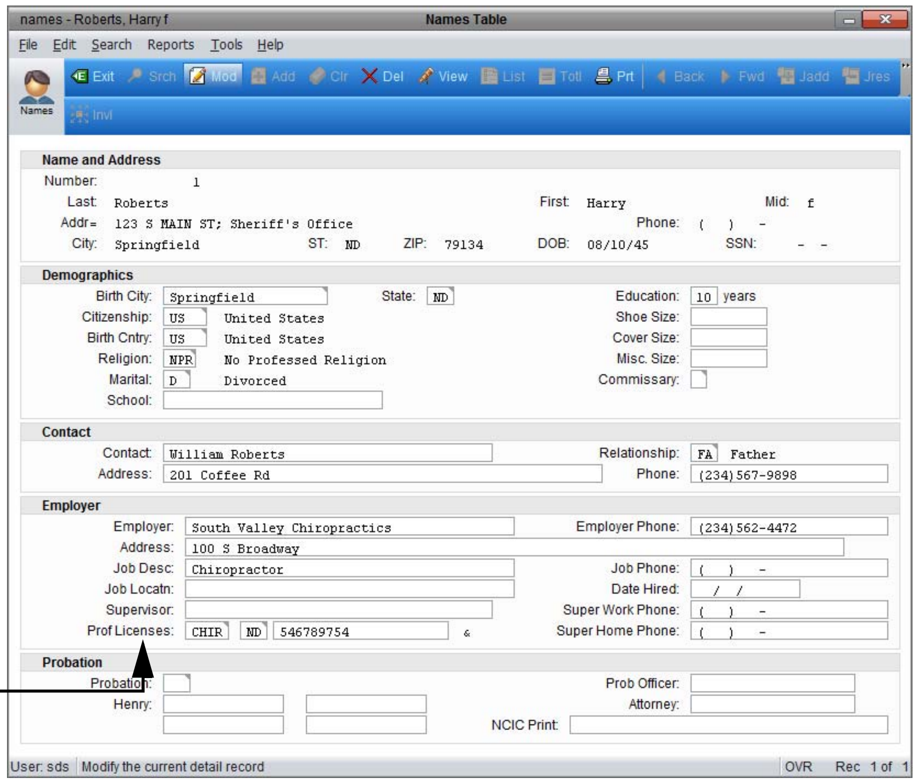
For more information on adding additional addresses to a Names record, see “Adding additional addresses to a Names record” on page 20.

- The **Prv** field has been renamed to **Hst**. The **Hst** field represents the history from the Names record’s main address and any additional addresses.
- **Other Tel** field. A new detail table on the Names screen that allows your agency to track additional telephone numbers (for example, cell phone, pager, or work phone number). The **Other Tel** field is coded to the `nmbotel` code table.
- **Internet** field. A new detail table on the Names screen that allows your agency to track internet addresses, website URLs, instant messaging addresses, and social network identifiers. The **Internet** field is coded to the `nmtbityp` code table.
- The **Name Type** field has been moved to the **Traits** area.
- **Sub Type** field. A new detail table that allows your agency to assign multiple sub-types to a Names record (for example, a child care facility, day care, public park, or swimming pool). This allows you to search for specific groups of people, businesses, or other entities. For example, suppose your agency has a Names record for a child care facility. In the **Sub Type** field, enter **`Child Care Facility`** and **`Sex`**

Offenders Restricted. Then, you can use the new Sex Offenders reports to search for any Sex Offenders records that may be committing a proximity violation. For more information, see "Generating Sex Offenders reports" on page 56.

The **Sub Type** field is coded to the `nmtbstyp` code table.

- Ability to track professional licenses. The Additional Name Information screen has been updated to allow your agency to track individuals' professional licenses.



Prof Licenses field

SORNA requires that agencies track any professional licenses that a registered sex offender holds in any state. The Additional Name Information screen now allows you to track the professional license, the state that issued the license, and a description of the license (or the license number).

- Additional validation when adding new Names records. Spillman 6.2 automatically performs additional search functions when you add a Names record to help your agency reduce the number of duplicate Names records. For more information, see "Improved validation when adding Names records" on page 22.

Adding Critical Notices alerts

The Spillman Critical Notices alerts allow your agency to specify the text that appears for the alert. In addition, you can specify the beginning date, ending date, and comments about the alert.

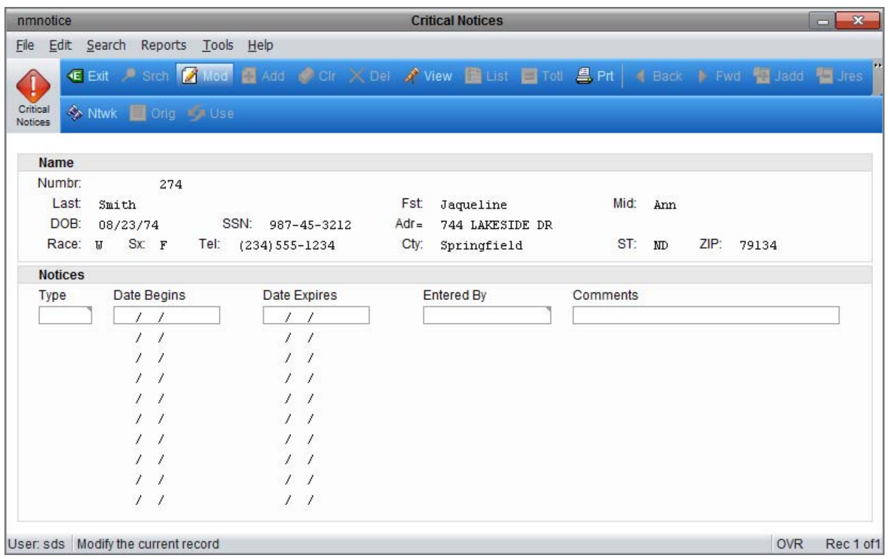
To add a Critical Notices alerts:

1. With the Names record open, click the **Notices** button.

   The Critical Notices screen opens. One of the following happens:

   – If no Additional Addresses records exist, the screen opens in Add mode.

   – If there are existing Additional Addresses record, the Names Additional Addresses screen displays the record. Click **Add**.



2. Move the cursor to the **Type** field.
3. Click the **Detail** button.

   The `nmcrtnot` table opens.
4. Click **Add**.
5. In the **Type** field, enter the category of the critical notice that you want to add. For example, **`CPERM`** for Concealed Permit Holder. You can click the Lookup button and select a type from the lookup list.
6. In the **Date Begins** field, enter the earliest date that you want the alert to appear on the Names record. This allows you to determine how long an alert appears on the Names record. For example, if your agency has been notified that a prisoner will be released on probation

in one week, you can set the alert to appear on the Names record on the release date.

If you leave the **Date Begins** field blank, the software displays the alert immediately.

7. In the **Date Expires** field, enter the last date that you want the alert to appear on the Names record. This allows your agency to schedule certain notices to be removed without having to manually monitor and remove the notice at some future date.

   If you leave the **Date Expires** field blank, the software displays the alert indefinitely.

8. In the **Entered By** field, enter the name of the officer that entered the alert.
9. In the **Comments** field, enter a brief note as to why the Critical Notice alert was added.
10. Click **Accept**.
11. To exit the `nmcrtnot` table, click **Exit**.

Adding additional addresses to a Names record

In order to meet SORNA requirements, your agency must track all addresses associated with a registered sex offender, including their primary residence, mailing address, work address, school address, volunteer address, and any other temporary lodging addresses.

The address that is recorded on the Names screen is referred to as the Primary address. Any other addresses are referred to as Additional addresses.

To add Additional addresses:

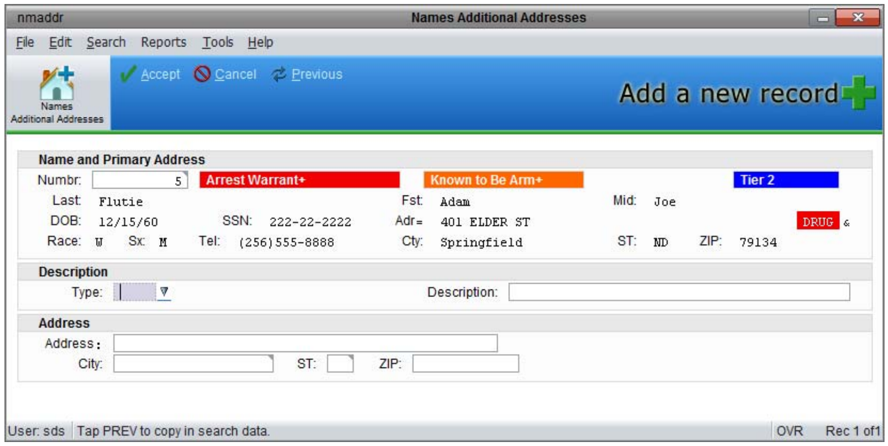
1. With the Names record open, click the **Addr** button.

   The Names Additional Addresses screen opens. One of the following happens:

   – If no Additional Addresses records exist, the screen opens in Add mode.

   – If there is one Additional Addresses record, the Names Additional Addresses screen displays the record. Click **Add**.

– If there are multiple Additional Addresses records, the software displays a list of records. Close the list and click **Add**.



2. In the **Type** field, enter the category of the address. For example, enter **`WORK`** for work address. You can click the Lookup button and select a type from the lookup list. Coded from the `nmtbadttp` code table.
3. In the **Description** field, specify additional information about the address. This field is especially important to help keep track of sex offenders when they are leaving home, even for a short time. For example, for a school or work address, you can specify the business or school name. For a secondary address, you can specify when it is used.
4. In the **Address** area, enter the address. This area is a standard address block that is verified by Spillman Geobase.
5. Click **Accept**.

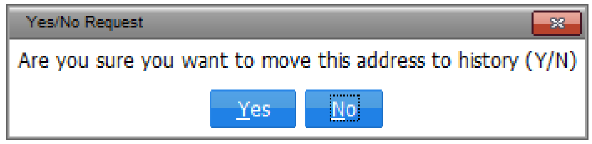
Expiring an Additional Addresses record

Spillman gives you the option to expire an unused additional address. Once you have expired an Additional Addresses record, the software moves the record to the `nmhistry` table.

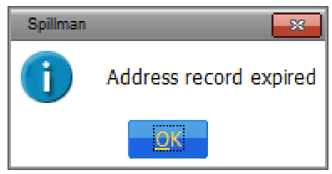
To expire an Additional Addresses record:

1. With the desired record displayed on the Names Additional Addresses screen, click the **Expire** button.

The following dialog box appears.



2. Click **Yes**.



3. Click **OK**.

The software removes the Additional Addresses record and moves the information to the `nmhistory` table.

> **NOTE**
>
> Once you have expired an Additional Addresses record, you can view a history of the address by clicking the **History** button on the Names Additional Addresses screen.

Viewing the Additional Addresses history

Any time a user makes a change to an Additional Addresses record, the software records a history of that change. You can view a history of the changes by clicking the **History** button on the Names Additional Addresses screen.

Improved validation when adding Names records

Spillman 6.2 provides a new level of validation to decrease the possibility of creating duplicate Names records. In previous versions, when a user would search for a Names record using only a first and last name they could potentially fail to find the correct record due to a difference in the name of the individual. The user would then add a new Names record without realizing that a duplicate record already exists.

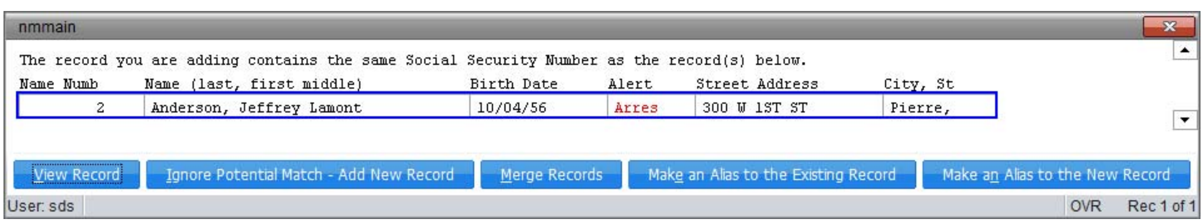
In Spillman 6.2, when a user adds a new Names record, the software uses the information entered in the new record and automatically searches the database for potential duplicate records. The software searches for duplicate social security numbers and driver’s license information If the search identifies any matches, the software displays the list of potential matches. The user can then decide if they need to add the record or use an existing record.

Once you have created a new Names record, use the following steps:

1. After searching for the Names record, click **Accept**.
2. The software automatically performs the following:

If	The following occurs
No social security number is entered in the new record	The software begins to search by driver's license information
A social security number is entered in the new record	The software searches the database for any Names records that have the same social security number. If matches are found, the software stops searching and displays the list of matches. Continue to the next step. If no matches are found, the software begins to search by driver's license information.
If no driver's license information is entered in the new record	The software saves the new record into the database.
If driver's license information is entered in the new record	After the software does not find any matches using the social security number, the software searches the database for any records that have the same driver's license information. If matches are found, the software displays the list of matches. If no matches are found, the software saves the new record into the database.

The software displays a list of matches similar to the following example.



3. From the list of matches, you can click one of the following buttons:

Button	Action
View Record	Opens the highlighted Names record in a separate Names Table screen. Once you are finished viewing the record, close the record to return to the original Names record and list.
Ignore Potential Match - Add New Record	Adds the new Names record to the database.
Merge Records	Begins the existing Name Merge program. The software automatically selects to retain the existing Names record and merge the new record into it.
Make an Alias to the Existing Record	Adds the new Names record and marks the new Names record as an alias to the existing Names record.
Make an Alias to the New Record	Adds the new Names record and marks the existing Names record as an alias to the new Names record.

Ability to filter a select set of code tables

Spillman 6.2 gives agencies the ability to filter certain code tables by agency. This is beneficial when several agencies share the same database. The ability to filter certain code tables makes lookup lists more manageable for users.

The following code tables can be filtered by agency on any Classic Spillman or Sentryx screen:

- apnames
- cdunit
- lwccode
- tblaw
- tbnatur
- tboff
- tbzones
- tbwreck
- wrrottyp

When a user opens a lookup list for a field that references one of these code tables on a Classic Spillman or Sentryx screen, the software displays only those codes that match the user's assigned agency and secondary agencies from `apnames`.

Code table filtering is active when a user is in Add, Modify, or Search mode.

> **NOTE**
>
> When code table filtering is enabled, the lookup lists display only those codes that match the user's assigned agency. However, the user can manually enter any valid code. The user can also click the **Show All** button (or press CTRL+PLUS SIGN) on the lookup list to display all available codes. To filter the lookup list again, click the **Filter by Agency** button.

SAA: Setting the codefltr system parameter

You can set up the `codefltr` system parameter to determine if code table filtering is enabled. If you set this parameter to TRUE, code table filtering is enabled. If you set this parameter to FALSE, code table filtering is disabled and all codes are displayed in lookup lists.

Syparam: `codefltr`

Description: Enables/disables code table filtering

Value: **`True`**/**`False`**.

Default Value: **`False`**

Increase the size of the Statute code

The Statute (`tblaw`) code table has been modified to increase the number of characters allowed in certain fields. The **Statute Code** (`tblaw.abbr`) field has been lengthened from 15 characters to 25 characters and the **Description** (`tblaw.desc`) field has been lengthened from 30 characters to 40 characters.

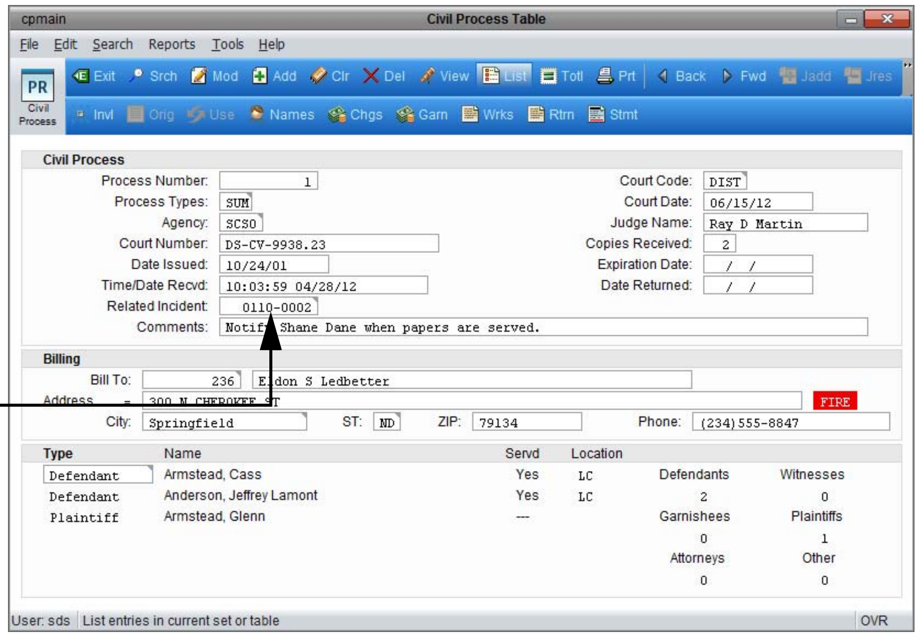
All fields that reference the Statute code table have been increased to accommodate 25 characters.

Added Law Incidents to the Civil Process table

In previous versions of Spillman, the only way to associate a civil process with a law incident was to manually enter an involvement from one of the tables to link the records together. Spillman now allows you to automatically create an involvement between a related Law Incident record and a Civil Process record.

Spillman has added the **Related Incident** field on the Civil Process screen. When you enter a Law Incident record number in the **Related Incident** field for a Civil Process record, the software automatically creates the involvement between the Civil Process record and the Law Incident record.

Related Incident field



If you modify the Law Incident record number in the **Related Incident** field, the software deletes the existing involvement and creates a new involvement between the Civil Process record and the new Law Incident record.

Update middle tier to use SSL

Spillman 6.2 has been enhanced to protect the sensitive information accessed through the Spillman software, especially when this data is transferred to remote clients over the Internet.

In Spillman 6.2, the Tomcat servers have been modified to enable the Secure Socket Layer (SSL) protocol using a self-signed certificate to provide, by default, an additional level of communication security.

Update to latest Tomcat

Spillman has been updated to utilize Tomcat 7.0.19. This allows Spillman customers to take advantage of security and stability fixes that are not available for the previous Tomcat version.

Move CAD2RMS from XMLD to Interface system

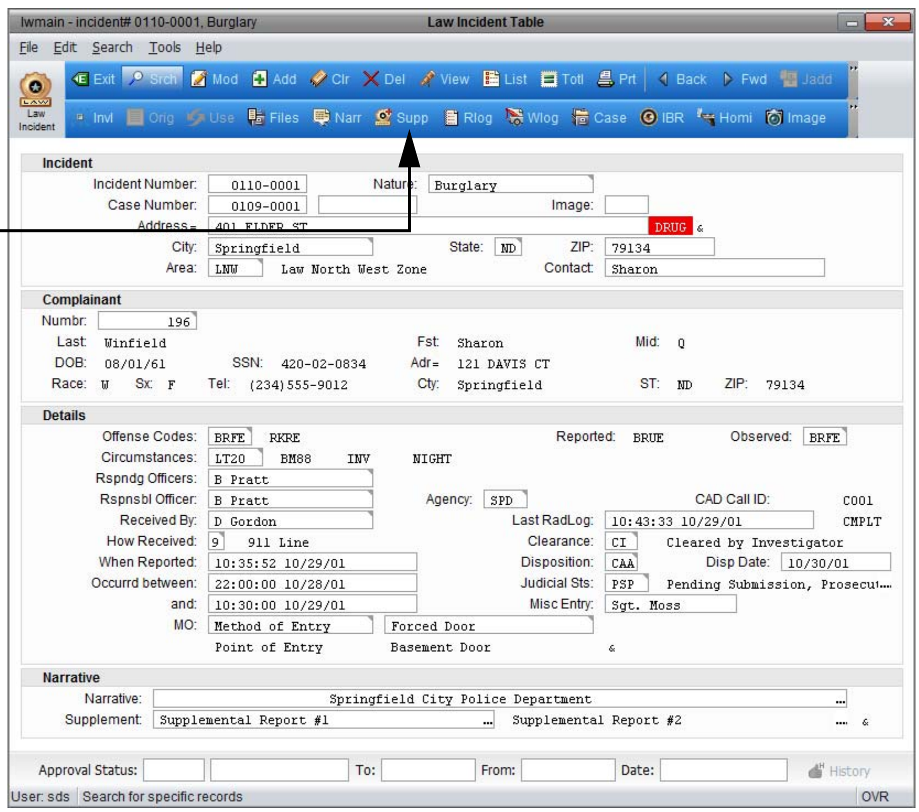
Spillman 6.2 has been enhanced to change CAD2RMS receiving transactions from XMLD to DEX. This allows CAD2RMS to receive the XML data, process the XML data, and load the XML data to the Spillman database.

Add Supp button to Law screen

In previous Spillman versions, users were not able to simultaneously add supplemental narratives from the Law Incident, Fire Incident, or EMS Incident screens. Once a user opened the supplemental narrative editor, the entire record would be locked and other users could not alter the record. In order to work around this limitation, a user had to open the LWSUPL table, find the record, and begin a new supplemental narrative record.

Spillman 6.2 provides a new button on the Law Incident screen that allows users to directly access the LWSUPL table. This improvement allows multiple users to add supplemental narratives at the same time.

Supp button



To add a supplemental narrative:

1. Open the Law Incident record to which you want to add a supplemental narrative.
2. Click the **Supp** button.

   One of the following occurs.

If	the software	Then,
No supplemental narratives are associated with the record,	displays the editor.	continue to step 3.
No supplemental narratives are associated with the record and cue cards exist,	displays the list of available cue cards.	select the appropriate cue card to use and click **Accept**. The software displays the editor with the selected cue card.
There are one or more supplemental narratives associated with the record,	displays the list of supplemental narratives that are associated with the record.	select narrative that you want to open.

3. From the editor, add or modify information as necessary.
4. Click **Accept**.

   The software saves the supplemental narrative.

SAA: Setting up the showsupp application parameter

You can set up the `showsupp` application parameter to have the software display the **Supp** button on the Law Incident, Fire Incident, and EMS Incident screens. This allows users to access the LWSUPL table directly from the Law Incident screen. Then, multiple users can simultaneously add supplemental narratives to the incident.

Apparam: `showsupp`

Description: Show Supplement button on Law

Value: yes, no

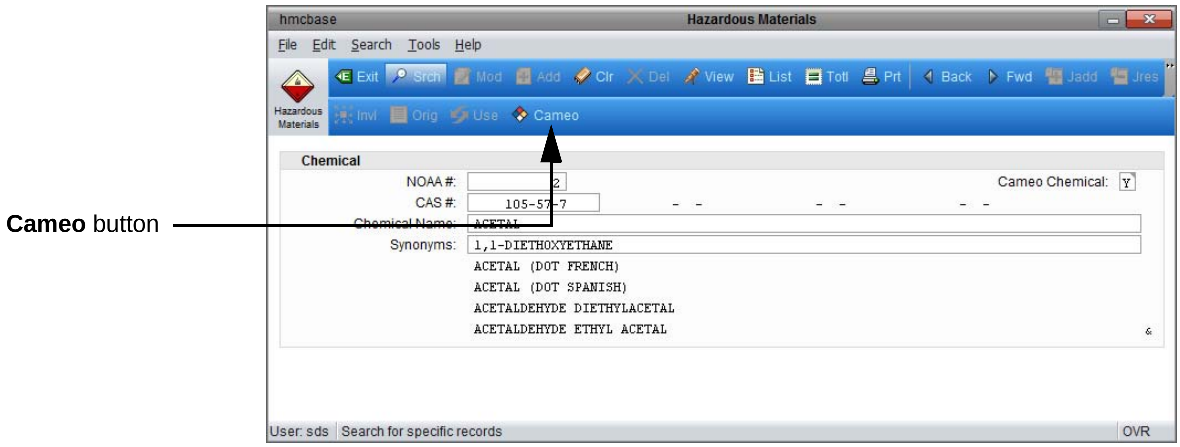
Default Value: yes

Function: Determines whether the **Supp** button is displayed on the Law Incident screen.

Update HazMat to use Cameo Chemicals

Spillman 6.2 updates the HazMat module to take advantage of the most current version of the Cameo Chemical database. It also provides additional functionality using the Cameo Chemical web application.

The Hazardous Material screen has been simplified to display only the most important information. You can access the most up-to-date chemical information directly from Cameo Chemicals.



In previous versions of Spillman, the HazMat module was designed to provide hazardous chemical information for the Premise module. The chemical database was stored locally and was a read-only database. This did not allow agencies to update their database as often as Cameo Chemicals updated its database. This led to customers with outdated chemical databases.

The Spillman 6.2 HazMat module comes preloaded with the most current version of the Cameo Chemical database. Spillman updates the database annually through a patch process.

For example, a dispatch center receives a 911 call indicating a fire at the Acme Fertilizer Company. The call is dispatched and the dispatcher queries the Premise record for the company.

She notices that the **Haz** button is active, which indicates a HazMat record for that address. She clicks the **Haz** button and the software displays the HazMat record, with a list of hazardous materials stored at the location. The list contains only one item, Ammonium Nitrate, with Organic Coating.

She clicks the **Vhaz** button to open the additional information about the HazMat record. The record for ammonium nitrate is a new Cameo Chemical record, so she clicks the **Cameo** button. Her web browser opens and displays all available information related to ammonium nitrate, including the appropriate response for fire fighters.

Join Accident screen and Involved Person detail searches

Spillman 6.2 has made improvements to the searching abilities on the Accident (`acmain`) screen. You can now perform a single search using the Accident screen and the Involved Person (`acnmdtl`) detail table.

Many of the data elements captured on the Involved Person detail table are valuable to law enforcement agencies. By analyzing additional data, the agency can better focus enforcement efforts and track the effectiveness of those efforts over time.

In Spillman 6.2, when you perform a Join Table (**Jtbl**) search, you can now search by the following detail tables:

- AD - Accident Road Table
- AN - Accident Names Table
- AV - Accident Vehicle Table

The **Jtbl** option lets you combine the search sets from the Accident screen and the Involved Person detail table. The resulting search set includes only those records that match the search criteria from all the searches. For example, an agency wants to perform a search for 2010 to find all the alcohol-related crashes where the blood alcohol content was greater that 1.5%.

Performing a Join Detail Table search

To perform a Join Detail Table search:

1. Open the Accident screen.
2. Perform a search. For more information, see the *Spillman RMS User* manual.
3. Select the **Jtbl** option. A list of valid detail tables appears.
4. Select the detail table that you want to use. A blank screen opens.
5. Enter you search criteria, and click **Accept** (ALT+A).

If	The following occurs
Spillman finds records that match your search criteria	Spillman displays the first record found by the search. Go to the next step.
Spillman finds no records that match your search criteria	The following prompt appears: `No matching records found`. Click **OK** or press ENTER. Then, search again using different search criteria.

TIP

If you want to remove records from the search set before combining it with other search sets, you can reduce the search set. For more information, see the *Spillman RMS User* manual.

6. Click the **Use** button. Spillman combines the search sets.

If	The following occurs
Spillman finds involvements between records in the two search sets.	The first record of the combined search set appears. Go to the next step.
Spillman finds no involvements between records in the two search sets.	The following prompt appears: `No matches found. Selection Set not reduced`. Click **OK** or press ENTER. Search again using different search criteria.

7. If you want to join additional search sets to your results, repeat steps 3–6.
8. To display the number of records in the final search set, select the **Totl** button.
9. To view a list of the records in the final search set, select the **List** button.

Accident table enhancements

The Accident table (`acmain`) has been enhanced with the following improvements:

- Removed the hard-coded fields from the Name Involved and Vehicle Involved screens and replaced them with editable code tables.
- Added the ability to partition the Accident table. The Accident table now includes a **securid** field that allows for agency partitioning.

Partition the TrafficCallDefaultNature setting (replaces the cdtcoff application parameter)

Spillman 6.2 gives shared agencies the ability to set the `TrafficCallDefaultNature` setting (replaces the `cdtcoff` application parameter) at the `Agency` level. This allows each agency on the server to have a different value for the `TrafficCallDefaultNature` setting.

Agency filter application cue cards

Spillman 6.2 now allows you to filter the list of application cue cards that are available by agency. Now, when a user attempts to use a template, only those cue cards that belong to the user's agency are displayed.

For example, a user opens the Law screen and adds a new record. The user moves to the **Supplemental** field and clicks the **Edit** button. The software displays only a lookup list of application cue cards that belong to that user's agency.

SAA: Filtering the application cue cards by agency

The Application Cue Card Table screen now includes the **Agency** field. To designate which agency can view the application cue card, enter the agency's code.

If you do not specify an agency for an application cue card, the application cue card will be available for all users on your system.

Support multiple Commissaries for Shared Agencies

Spillman 6.2 now supports interfacing with different Commissary modules for shared agencies. The Spillman software has been modified to allow each agency to select one (and only one) of the following commissary options:

- Spillman's Commissary module
- Interface to Swanson's Commissary
- Interface to Keefe's Commissary

The software has been modified to properly separate inmate commissary information by agency and interface with the selected commissary provider.

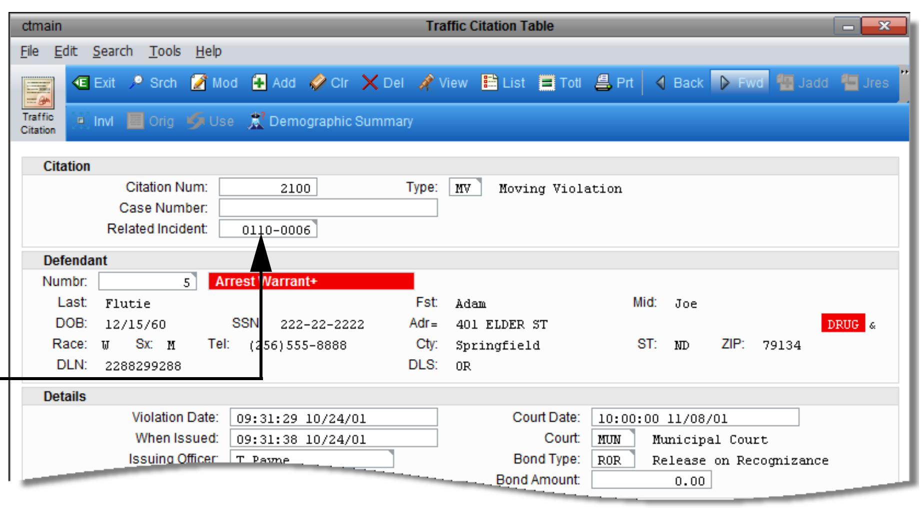
Add Law Incident involvements to ctmain

Spillman 6.2 is designed to simplify the process to link citations and warnings to the associated Law Incident record. In previous versions of Spillman, a user had to manually create involvements after their electronic interface had created the Traffic Citation or Traffic Warning record.

In Spillman 6.2, the Traffic Citation Table and Traffic Warning Table screens include a new **Related Incident** field. This field allows clerical staff to quickly connect a citation or warning to a Law Incident record. Without leaving the Traffic Citation Table or Traffic Warning Table screen, users are able to automatically create involvements between records.

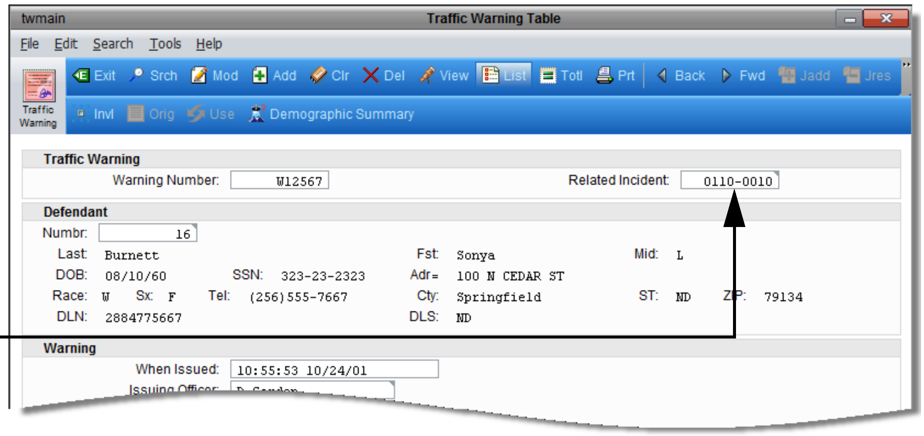
For agencies using electronic interfaces to third-party applications (for example, TraCS or APS), this streamlines the process of adding citations and connecting them to their associated Law Incident records.

The following example shows the new **Related Incident** field on the Traffic Citation Table screen.



Related Incident field

The following example shows the new **Related Incident** field on the Traffic Warning Table screen.



Related Incident field

Assigning officers to units from the Spillman command line

In previous versions of Spillman, agencies had to use either the `cdunit` or `upduo` screen to associate an officer with a unit. In some cases this became very time consuming. Spillman 6.2 now allows dispatch to assign officers to units from the Spillman command line. You can do this by:

- Using the RL command (see page 34)
- Using the UO command (see page 37)

Assigning officers to units using the RL command

The RL (Radio Log) command has been updated to allow dispatch to assign officers to units from the Spillman command line. When used, any officers who are already assigned to the specified unit are removed prior to assigning the new officer(s).

Use the following expanded format for the RL command:

```
{RL} [unit,unit,...] OFICR {officer{:stat]...}
```

The following table explains the RL command format.

Entry	Description
`RL`	The optional RL (Radio Log) command.
`unit,unit,...`	Enter one or more units to which you are assigning officers.
`OFICR`	A new ten-code that specifies officer assignment. OFICR is the default code, but your agency can set up additional codes in the `tb10code` table. For more information, see "SAA: New OFICR ten-code" on page 36.
`officer`	The officer that you are assigning to the unit. Assign multiple officers to a single unit by separating them with a space. The entry must match an entry in `apnames`. If no match is found, the software displays an error and no action is performed for the unit. If an officer designation includes an embedded space (for example, `P Foster`), you must enter the name in quotes (for example, **`"P Foster"`**).
`:stat`	The optional status code that can follow each officer designation. This is the status for the officer in the new `cdunito` entry. The entry must match a code from the `cdoffst` table. If you do not specify a status, the software uses the default status (set in the `cdoffst` application parameter).

TIP

You can remove officer assignments from a unit (and not assign a new officer) by not entering an officer or status. For example, entering **`103 OFICR`** results in any existing officer assignments being removed from unit 103. The radio log entry displays the description `All officers removed from unit.`

Scenario of assigning an officer to a unit using a radio log entry

Bravo shift has finished their pre-shift briefing. Officers begin to notify dispatch that they are ready to be placed on duty. As each officer radios in, the dispatcher enters a radio log to assign the officer to their respective unit and place them on duty.

For example, the dispatcher enters **`10B4 OFICR BJONES`** at the Spillman command line. This radio log entry removes any existing officers from unit 10B4 and assigns officer BJONES to the unit. When Officer Jones logs on to Mobile, he does not need to specify unit 10B4 because the association was completed by dispatch.

New radio log entries when assigning officers to units using the RL command

When assigning officers to units using the RL command, a radio log entry is created for each unit. The radio log record contains the following information:

Time/Date: The current time and date

Logged By: The CAD user who entered the command

Unit: The unit for which the radio log entry was entered

Agency: The agency of the unit

Ten Code: The ten-code entered. The default is OFICR

Description: The names of the officers assigned to the unit

Call ID: The call number to which the unit is currently assigned, if any

Zone: The current zone of the unit (from `sycad`)

Shift: The current assigned shift (from `syunit`)

Geobase Coordinates: The current coordinates for the unit (from `syunit`)

SAA: Setting the cdoffst application parameter

The `cdoffst` application parameter specifies the default officer status to use when adding records to the `cdunito` table when the user does not specify the status as part of the RL (Radio Log) command.

Apparam: `cdoffst`

Description: Default officer status

Values: A code from the `cdoffst` code table

Default Value: `AA`

SAA: New OFICR ten-code

In Spillman 6.2, a new OFICR ten-code is introduced in the `tb10code` code table. The OFICR ten-code includes the following:

Unit Satus: `OFICR`

Meaning: `Officer assigned to unit`

Action: `39` (This is a new action code. For more information, see “SAA: New action code for the OFICR ten-code” on page 37.)

Minutes Allowed for Action: `10`

Is Unit Available: `N`

Translate to Primary Def: `N`

Sent to Mobile: `N`

Drive Time Delay in Minutes: `0`

SAA: New action code for the OFICR ten-code

To support the new OFICR ten-code, a new action code has been created. The action code contains the following information:

Action Code: 39

Description: Officer assigned

Functionality: Assigns one or more officers to units specified in the radio log entry

When used, the 39 action code performs the following:

- Updates the unit status (**Unit Status**, **Status Change**, and **RL Comments**)
- Resets the unit status timer
- Does not create an incident
- Does not remove the unit from an existing call

Using the UO command to assign officers to units from the Spillman command line

You can now use the UO command to assign officers to units directly from the Spillman command line. The functionality from previous versions of Spillman still exists. If you enter only **`UO`**, the Update a Unit's Officers screen opens. This command also allows for an optional unit ID. If a single unit is included, the Update a Unit's Officers screen opens with the specified unit loaded.

Spillman 6.2 introduces additional functionality so that if you include two or more arguments, the command assigns officers to units using the appropriate radiolog without opening the Update a Unit's Officers screen.

Use the following quick format:

```
UO {unit} {officer{:status}}{,unit
{officer{:status}}}
```

The following table explains the UO command format.

Entry	Description
`UO`	The Update Officer command.
`unit`	Enter the unit to which you are assigning officers.

Entry	Description
`officer`	The officer that you are assigning to the unit. Assign multiple officers to a single unit by separating them with a space. The entry must match an entry in `apnames`. If no match is found, the software displays an error and no action is performed for the unit. If an officer designation includes an embedded space (for example, `P Foster`), you must enter the name in quotes (for example, **`“P Foster”`**).
`:status`	The optional status code that can follow each officer designation. This is the status for the officer in the new `cdunito` entry. The entry must match a code from the `cdoffst` table. If you do not specify a status, the software uses the default status (set in the `cdoffst` application parameter).

Example 1

Assign a single officer to a unit using an officer ID with embedded spaces:

`UO 103 “D Gordon”`

Example 2

Assign multiple officers to a single unit, assigning an alternate status to one officer:

`UO 103 “B Pratt” DG102:ITT LH104`

Example 3

Assign multiple officers to multiple units:

`UO 103 “B Pratt” DG102, 104 LH104, 105 AM105`

Scenario of assigning multiple officers to multiple units

Dispatch has a copy of the roster for the upcoming Bravo shift. While the officers are in their pre-shift briefing, dispatch assigns the officers to their appropriate units.

For example, the dispatcher enters **`UO 10B1 210,10B2 234,10B3 202 256,10B4 188,10B5 221`** at the Spillman command line.

This example uses badge numbers to assign the officers to the appropriate units.

Unit	Officer
`10B1`	210
`10B2`	234

Unit	Officer
`10B3`	202 and 256
`10B4`	188
`10B5`	221

The software sets the status for each unit as OFICR. The officers or dispatch can then update their status to ONDT.

Partitioning For New Tables

This section describes the new tables that your agency can partition in version 6.2.

Partition Inventory and Fleet tables

Spillman now allows you to partition the Employee, Fleet, and Inventory tables. Spillman has added **securid** fields and **Agency** fields to the Employee, Fleet, and Inventory tables to allow partitioning. You can use both agency and non-agency partitioning.

Partitioning the Fleet table

You can use agency and non-agency partitioning for the Fleet Vehicle (`fvmain`) table. All related tables now honor the partitioning. These related tables include:

Table	Description
`fvmiles`	Gas and Oil table
`fvsched`	Scheduled Maintenance table
`fvrepair`	Completed Repairs table

Partitioning the Inventory table

You can use agency and non-agency partitioning for the two main Inventory tables: the Inventory Item (`ivitem`) table and the Inventory Supplier (`ivsupl`) table. All related tables will honor the partitioning. These related tables include:

Table	Description
`ivphst`	Enter Inventory Item Use table
`ivshst`	Inventory Mgt. Supplier History table

Partition the Evidence Locations code table

Spillman 6.2 introduces the ability to partition the Evidence Locations (`evtblctn`) code table that stores evidence locations. Once partitioned, when a user fills out the Evidence screen and clicks the Lookup button on the **Location** field, the software displays only those locations assigned to the user's agency.

Partitioning for the Impound module

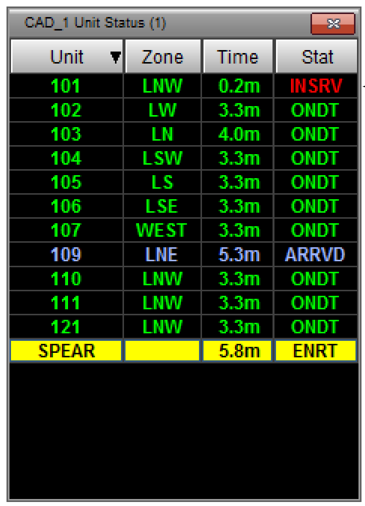
In Spillman 6.2, a **securid** field has been added to the Vehicle Impound (`vimain`) table. This allows agencies to use agency partitioning on the Vehicle Impound table.

CAD

This section covers enhancements that apply to Spillman CAD.

CAD Mobile Status Alerts feature

In previous versions of Spillman, dispatchers could miss changes to a unit's status by a mobile user. The CAD Mobile Status Alerts feature alerts dispatchers when mobile users make status changes from their mobile data computer (MDC). With this feature, dispatchers can quickly recognize changes made by mobile users.



Unit 101 changed their status to `INSRV`. The CAD Unit Status screen displays the new status in red.

When a mobile user updates their status, the software highlights the unit's status on the dispatcher's Unit Status window. The software continues to display the CAD Mobile Status alert until one of the following occurs:

- The unit's expiration timer is reset (typically accomplished by using the CAD **`ti`** command).
- The status of the unit is updated, but not by a mobile user.
- The number of seconds defined in the `cdmdctim` application parameter elapses. For information on setting the `cdmdctim` application parameter, see "SAA: Setting up the cdmdctim application parameter" on page 43.

SAA: Setting up the cdmdctim application parameter

You can set up the `cdmdctim` application parameter to determine the maximum amount of time, in seconds, that the **Status** field on the Unit Status window remains in an alerted (highlighted) state. If this parameter is set to `0` or undefined, Spillman disables the CAD Mobile Status Alerts feature.

Apparam: `cdmdctim`

Description: CAD MDC Alert Time

Value: Enter the number of seconds that you want the alert to display.

Default Value: BLANK

Geobase

This section covers enhancements that apply to Spillman Geobase.

Multiple Geo-configurations

Previous versions of Spillman did not allow for multiple map configurations. Configurations settings were set only at the `World` level. Spillman 6.2 improves Sentryx Geobase to allow agencies to have multiple map configurations. This allows shared agencies on the same system to use different maps and to configure their Sentryx Geobase differently.

Spillman 6.2 allows SAAs to set Sentryx Geobase configuration settings at an `Agency`, `Group`, or `User` level. For example, Springfield PD and Pierre PD are shared agencies located in different parts of the same state. Each agency has their own map files specific to their jurisdiction for use in Sentryx Geobase. The SAA has the ability to set Springfield's configuration at the `Agency` level so that all users assigned to Springfield are able to use the Springfield map files. Similarly, the SAA can set Pierre's configuration at the `Agency` level. This way, each agency has access to their own map configurations without having access to the other city's map data.

When the SAA works on Address Maintenance, the software only checks `gbaddr` records that are within the boundaries of the user's current Geobase configuration. The software ignores any `gbaddr` record that is outside of the user's current Geobase configuration.

Use the following Geobase settings to set map configurations at the `World`, `Agency`, `Group`, or `User` level. For more information on each Geobase setting, see "Changes to Geobase settings" on page 44.

- `ActiveGeobaseConfigurationName`
- `LatitudePrecision`
- `LocalSearchForCoordinates`
- `LongitudePrecision`
- `ServerHostName`
- `ServerPort`

Changes to Geobase settings

The following describes the Geobase settings.

Parameter	Description	Value
ActiveGeobaseConfigurationName		alphanumeric
	The configuration to use for geocoding. Initially, this field is empty until the configuration is set up in ESRI Interface Setup. For more information, see the *Spillman Geobase Administration* manual. Your agency can set this setting at the World, Agency, Group, or User level.	
LatitudePrecision		integer
	The number of places displayed after the decimal point of the latitude. The default value is **6**. Your agency can set this setting at the World, Agency, Group, or User level.	
LocalSearchForCoordinates		**TRUE**/**FALSE**
	If selected, the software includes gbaddr records that are within the specified radius when reverse geocoding. Do not select this check box if your agency has an address points layer in your map. Your agency can set this setting at the World, Agency, Group, or User level.	
LongitudePrecision		integer
	The number of places displayed after the decimal point of the longitude. The default value is **6**. Your agency can set this setting at the World, Agency, Group, or User level.	
NonInteractiveGeocodeConfiguration		alphanumeric
	If the NonInteractiveGeocodeEnabled application parameter is set to **TRUE**, set the geobase configuration to automatically geocode those records that are added to the Spillman database from an interface or from any other source other than through Spillman.	
NonInteractiveGeocodeEnabled		**TRUE**/**FALSE**
	Determines if records that are added to the Spillman database from an interface or from any other source other than through Spillman can be automatically geocoded. If selected, your agency can specify the geobase configuration used to geocode these records by setting the NonInteractiveGeocodeConfiguration application parameter. In order to successfully geocode the address, the address must match a single candidate with a score of 100. Addresses not meeting these criteria are added to the database but are not geocoded.	
ServerHostName		alphanumeric
	The name or IP address of the host machine running the Spillman GIS interface. Your agency can set this setting at the World, Agency, Group, or User level.	
ServerPort		integer
	The port specified in the Spillman GIS Settings file where the Spillman GIS interface listens for requests. The default value is 44701. Your agency can set this setting at the World, Agency, Group, or User level. If you need to change the server port number, see the Spillman Geobase Administration manual.	
ServerTimeout		integer
	Set the maximum amount of time (in seconds) that Spillman waits for a response from the Spillman GIS interface. This prevents the software from not responding if there are problems communicating with the ArcGIS server.	

Mobile

This section covers enhancements that apply to Spillman Mobile.

Improved workflow in Spillman Mobile

Spillman Mobile has been improved to more efficiently retrieve Approvals (workflow) from the database and display them in the Mobile client. This fixes an issue that caused Mobile to return closed workflows to the Approval box.

Sex Offenders Module

Spillman 6.2 introduces a new module for purchase to assist your agency in tracking sex offenders. The Sex Offenders module provides law enforcement the ability to track and report on sex offenders' information along with their offenses and associated vehicles.

The Sex Offenders module functions with other Spillman screens by adding a new Sex Offenders alert on the Names record. The Sex Offenders alerts then appear throughout the Spillman software to alert officers of an individuals sex offender status.

The Sex Offenders module introduces features that assist your agency in maintaining compliance with the Sex Offenders Registration and Notification Act (SORNA). With the Sex Offenders module, your agency can:

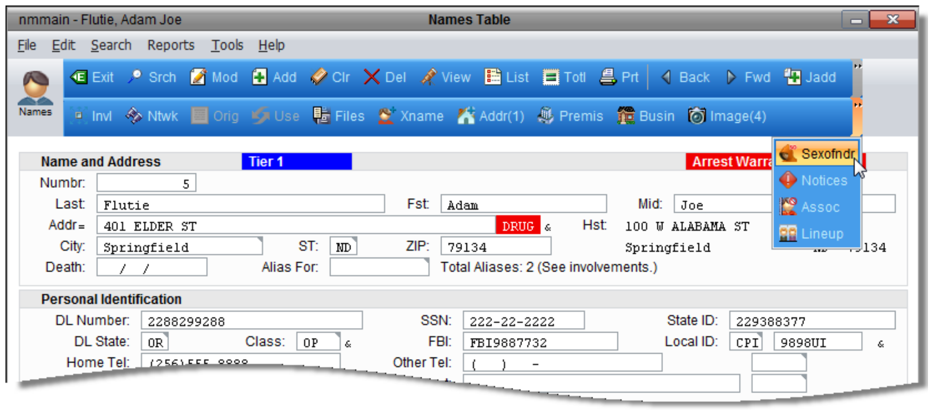
- Create records and track sex offenders in your agency's jurisdiction using the new Sex Offenders screen.
- Add records of each offense using the new Sex Offenders Offenses screen.
- Add records for every vehicle associated with a sex offender using the new Sex Offenders Vehicles screen.

Accessing the Sex Offenders screen

You can access the Sex Offenders screen using one of the following methods:

- At the Spillman command line, enter `sexofndr`.
- From the Spillman Tree Menu, select **Sex Offenders Menu** > **Sex Offenders**.

- From a Names record, click the **Sexofndr** button. If there is not enough room on the toolbar to display the **Sexofndr** button, click the chevron icon to display additional buttons.



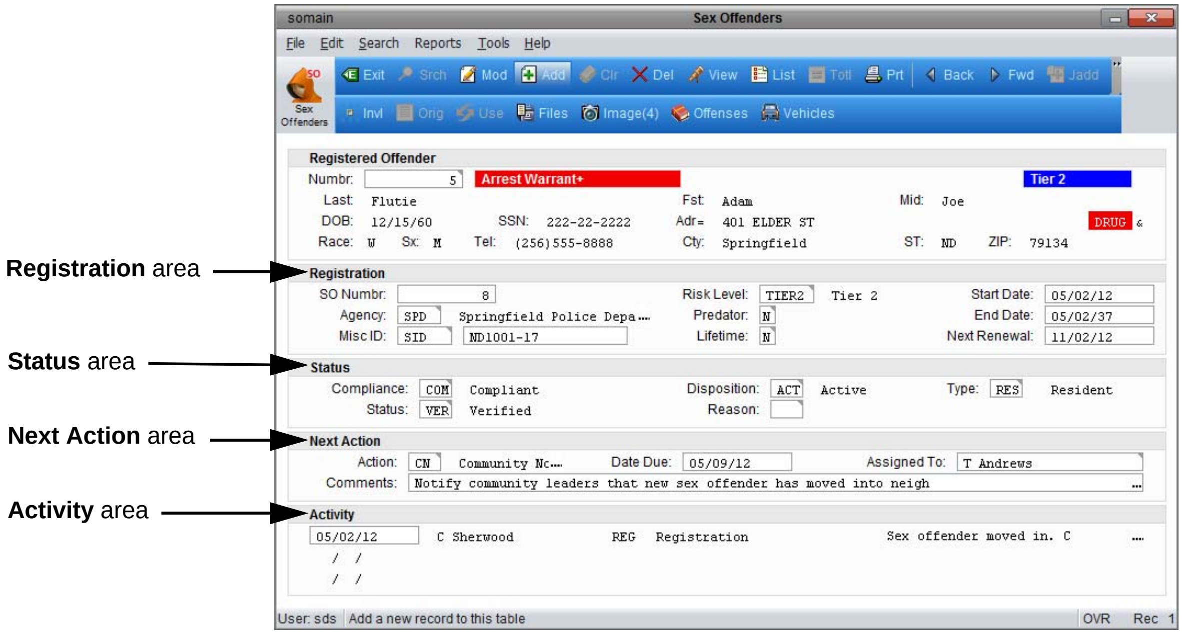
Adding a Sex Offenders record

Use the Sex Offenders screen to add Sex Offenders records for individuals in your agency's Names table. In addition, you can add a record of each offense to the Sex Offenders record.

From the Sex Offenders screen, you can:

- View or change the sex offender's registration information.
- View or change the status of the Sex Offenders record.
- Assign and track events related to the Sex Offenders record.

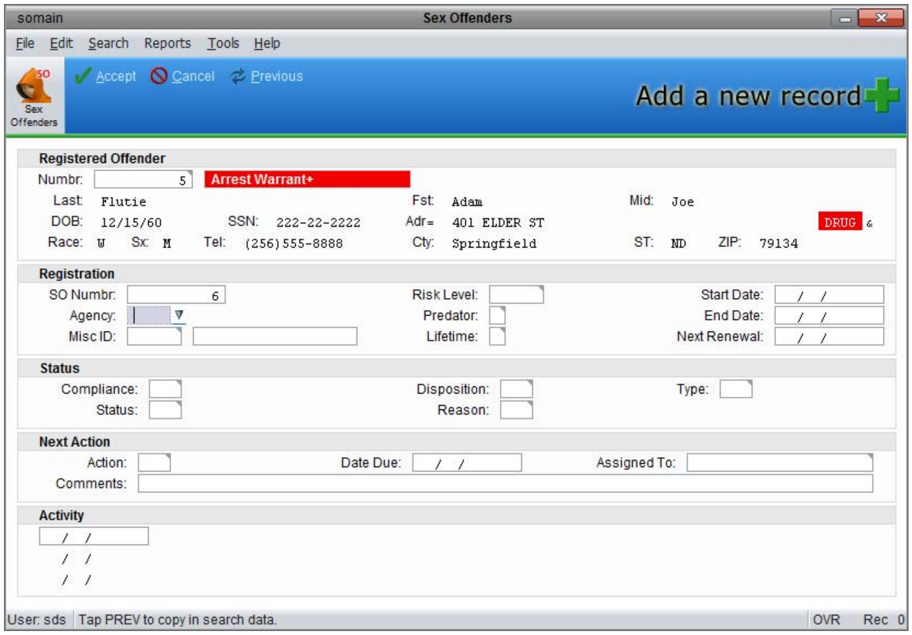
- View a history of all recorded actions for the Sex Offenders record.



To add a Sex Offenders record:

1. Open the Names screen.
2. Search for the desired individual. If the Names record does not exist, create a new Names record.
3. Click the **Sexofndr** button.

The Sex Offenders screen opens.



4. In the **Registration** area, enter information in the applicable fields. The fields include:
   - **SO Numbr**: The unique identifying number for the Sex Offenders record.
   - **Agency**: The agency responsible for the Sex Offenders record.
   - **Misc ID**: Detail table. Enter additional forms of identification numbers for the sex offender. For example, select the agency (for example, Department of Corrections or State Sex Offenders Registry). Then, enter the sex offender's identification number for that agency. Coded from the `sotbmisc` code table.
   - **Risk Level**: The sex offender's classification. SORNA requires all registered sex offenders to be classified into three categories. These categories are based on the level of severity of the sex crimes and specify the level or risk an offender poses. The three levels are:
     - TIER 1 (least severe)
     - TIER 2
     - TIER 3 (most severe)

Your agency can change the names of the levels to correspond to your state's naming conventions. Coded from the `sotbrlvl` code table.

- **Predator**: Additional risk level distinction of Predator for the most dangerous registered sex offenders. Select **`Yes`** to set the sex offender as a predator. Select **`No`** to not set the sex offender as a predator.
- **Lifetime**: Indicates if the sex offender is registered for life. SORNA requires that TIER 3 registered sex offenders be registered for life. Many states have their own criteria that also specifies when a sex offender should be registered for life.
- **Start Date**: The date that the sex offender registered with your agency.
- **End Date**: The date that the sex offender's registration expires. For TIER 1 offenders, this is typically 15 years. For TIER 2 offenders, this is typically 25 years. For TIER 3 offenders, there is usually not an expiration date. Some states have their own criteria that defines when a sex offenders registration expires.
- **Next Renewal**: The next date that the registered sex offender must appear at the agency to renew their registration. For TIER 1 offenders, this is typically every year. For TIER 2 offenders, this is typically every six months. For TIER 3 offenders, this is typically every three months. In some cases, predators must renew more often. Some states have their own criteria that specifies when a sex offender must renew their registration.

5. In the **Status** area, enter information in the applicable fields. The fields include:
   - **Compliance**: Used to indicate the sex offenders compliance. Enter **`COM`** for Compliant or **`NON`** for Non-Compliant.
   - **Status**: Used to specify why a registered sex offender is compliant or non-compliant. For example, enter **`FTR`** for Failed to Register, **`PEN`** for Pending Verification, or **`VER`** for Verified. Coded from the `sotbstat` code table.
   - **Disposition**: Used to specify if a registered sex offender is being tracked by your agency. If your agency is tracking the sex offender, enter **`ACT`** for Active. If your agency is not tracking the sex offender, enter **`INA`** for Inactive. Coded from the `sotbdisp` code table.
   - **Reason**: Use the **Reason** field to specify why your agency is no longer tracking a sex offender. For example, enter **`EXP`** for Registration Period Expired, **`OOA`** for Out of Area, **`INC`** for

Incarcerated, or **`DEC`** for Deceased. Coded from the `sotbreas` code table.

- **Type**: Detail table. Enter the registration type (or multiple registration types) of the sex offender. For example, enter **`Resident`**, **`Worker`**, **`Student`**, or **`Temporary Resident`**.

6. In the **Next Action** area, enter information in the applicable fields. The fields include:

   - **Action**: Enter the next action that needs to occur for this sex offender. For example, enter **`Registration`**, **`Renewal`**, **`Community Notification`**, or **`Follow-up`**. Coded from the `sotbactn` code table.
   - **Date Due**: Enter the date that the action is scheduled to be completed.
   - **Assigned To**: Enter the name of the individual responsible to ensure completion of the action. Coded from the `apnames` code table.
   - **Comments**: Unlimited free-text field. Enter any comments about the action that must be completed. For example, enter **`There have been rumors that he may be staying at a relative's home where minors also live. Need to check to see if this is true.`**

7. In the **Activity Detail** area, record each activity related to the sex offender. The **Activity Detail** area keeps a record of your agency's dealings with the sex offender. For example, you can record when the sex offender initially registered or when notification letters were sent to the community.

8. To add a new Activity detail record, select the **Date** field. Then, click the **Detail** button. The Activity Detail table (`sodtactv`) opens. Click **Add**. For each activity, complete the following fields:

   - **Date**: Enter the date that the activity occurred.
   - **Entered By**: Enter the name of the individual that is adding the record. Coded from the `apnames` code table.
   - **Action**: Enter the action that was performed. For example, enter **`Registration`**, **`Renewal`**, **`Community Notification`**, or **`Follow-up`**. Coded from the `sotbactn` code table.
   - **Activity Notes**: Unlimited free-text field. Enter any notes about the activity. Your agency can set up templates (`apccard`) to assist in entering information.

9. Click **Accept**.

10. Click **Exit**. The software closes the Activity Detail table.
11. To save the Sex Offenders record, click **Accept**.

Adding a Sex Offenders Offense record

The Sex Offenders Offense screen allows you to add offense information, conviction information, and victim information for a sex offender. Access the Sex Offenders Offense screen from the Sex Offenders screen. (For information on accessing the Sex Offenders screen, see “Adding a Sex Offenders record” on page 48.)

To add a Sex Offenders Offense record:

1. With the sex offender’s Names record open, click the **Sexofndr** button.

   The Sex Offenders screen opens.

2. On the Sex Offenders screen, click the **Offenses** button.

   The Sex Offenders Offenses screen opens.

3. In the **Offense** area, enter information in the applicable fields. The fields include:

   – **Off Numbr**: The unique identifying number for the Sex Offenders Offenses record.

   – **Local Statute**: Enter the statute number for this offense. You can click the drop-down arrow and select the statute number from the lookup list. Coded from the `tblaw` code table.

   – **Other Statute**: Free-text field. Enter the code and description for any other applicable statute. This field can be useful for an agency that is registering a sex offender who was convicted in another state or jurisdiction. Use this field to store a statute that is currently not in your agency’s `tblaw` table.

   – **Statute Text**: Free-text field. Enter the whole text of the statute from the **Other Statute** field. This field provides a historical view of the sex offender’s original conviction.

   – **Type**: Enter the type of sex offender offense. For example, enter **`P`** for Primary or **`S`** for Secondary. Coded from the `sosttype` code table.

   – **Counts**: Enter the number of charges for this sex offender offense.

   – **Age at Time**: Enter the sex offenders age at the time of the offense. If unknown, you can enter **`0`** for Unknown. If you do not enter a value in this field, the software automatically enters `0`. For reports, the software reports all records with `0` as `Unknown`.

4. In the **Conviction** area, enter information about the sex offender's conviction in the applicable fields. The fields include:
   - **Conv Date**: Enter the date of the sex offender's conviction.
   - **City**: Enter the city where the sex offender's conviction occurred.
   - **Sentence**: Enter information about the sex offender's sentence.
   - **Court**: Enter the court that issued the sex offender's conviction. Coded from the `tbcourt` code table.
   - **County**: Enter the county where the sex offender's conviction occurred.
   - **End Date**: Enter the date when the sex offender's sentence ends or ended.
   - **Other**: Free-text field. Enter any other applicable information about the sex offender's conviction.
   - **State**: Enter the state where the sex offender's conviction occurred. Coded from the `apstate` code table.
   - **Incarcerated**: Indicates if the inmate is currently incarcerated. Enter **`Y`** if the inmate is currently incarcerated. Enter **`N`** if the inmate is not currently incarcerated.
5. In the **Victim** area, enter information about the sex offender's victim in the applicable fields. The fields include:
   - **Age**: Enter the age of the victim at the time of the offense. If the victim is less than one year old, enter 1. Then, enter the exact age in the **Comments** field.
   - **Juvenile**: Indicates if the victim was a juvenile at the time of the offense. Enter **`Y`** if the victim was a juvenile. Enter **`N`** if the victim was not a juvenile.
   - **Sex**: Enter the gender of the victim. Enter **`M`** for male, **`F`** for female, or **`U`** for unknown.
   - **Race**: Enter the race of the victim. Coded from the `nmtbrace` code table.
   - **Relation**: Enter the victim's relationship to the sex offender. Coded from the `tbrelat` code table.
   - **Ethnic**: Enter the ethnicity of the victim. Coded from the `nmtbethn` code table.

6. In the **Comments** field, enter any additional information necessary for the Sex Offenders Offense record.
7. Click **Accept**.
8. To return to the Sex Offenders screen, click **Exit**.

Adding a Sex Offenders Vehicles record

To add a Sex Offenders Vehicles record:

1. With the sex offender's Names record open, click the **Sexofndr** button.

   The Sex Offenders screen opens.
2. On the Sex Offenders screen, click the **Vehicles** button.

   The Sex Offenders Vehicles screen opens.
3. In the **Numbr** field, enter the record number for the Vehicle record that you want to associate with the sex offender. If you do not have the number, you can click the Lookup button and search for the Vehicle record. Once you have found the Vehicle record, click the **Use** button.
4. In the **Status** area, enter the status information for the vehicle associated with the sex offender in the applicable fields. The fields include:
   - **Status**: Enter the current status of the association of the vehicle with the sex offender. Enter **`Active`** if the vehicle association is currently active. Enter **`Inactive`** if the vehicle association is not currently active.
   - **Status Date**: Enter the date that the current status was set.
   - **Entered By**: Enter the name of the individual that entered the current status. Coded from the `apnames` code table.
   - **Comments**: Enter any additional information about the vehicle's current status.
5. Click **Accept**.
6. To return to the Sex Offenders screen, click **Exit**.

Sex Offenders system involvements

The Sex Offenders module creates the following system-generated involvements:

- Sex Offenders record and the Names record.
- Sex Offenders Vehicle record and the Vehicle record.

Generating Sex Offenders reports

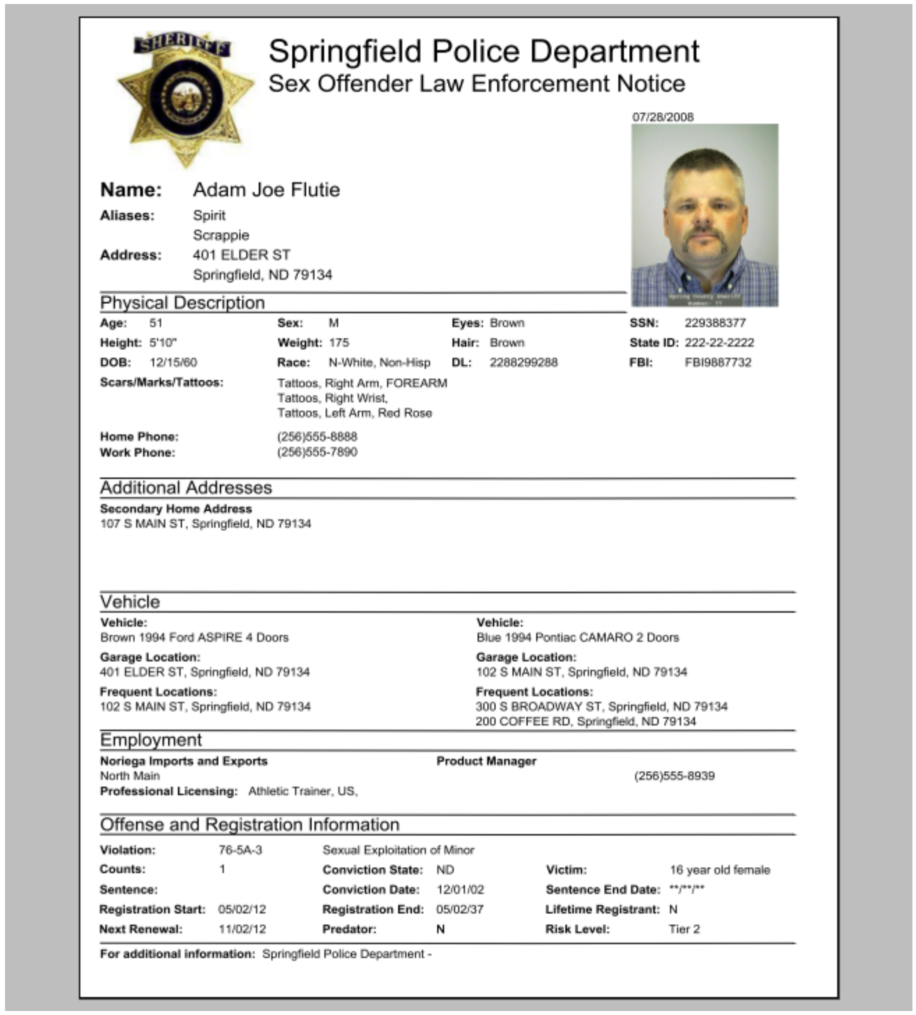
You can print the following reports for the Sex Offenders module.

- Sex Offenders Law Enforcement Notification (see page 56)
- Sex Offenders Community Notification (see page 58)
- Sex Offenders Status - Summary View (see page 60)
- Sex Offenders Status - Short Detail View (see page 62)
- Sex Offenders Status Report - Full Detail View (see page 65)
- Sex Offenders Address Verification (see page 67)
- Sex Offenders Overdue Renewal (see page 69)
- Sex Offenders Officer Action (see page 71)
- Sex Offenders Statistical (see page 73)
- Sex Offenders Business Radius Search (see page 75)
- Sex Offenders Registrant Radius Search (see page 77)
- Sex Offenders Number Radius Search (see page 79)

Sex Offenders Law Enforcement Notification

The Sex Offenders Law Enforcement Notification report provides a tool for your agency to print sex offender notification sheets to alert law enforcement officials of sex offenders in the area.

The following is an example of the Sex Offenders Law Enforcement Notification report.



Springfield Police Department

Sex Offender Law Enforcement Notice

07/28/2008

Name: Adam Joe Flutie

Aliases: Spirit
Scrappie

Address: 401 ELDER ST
Springfield, ND 79134

Physical Description

Age:	51	**Sex:**	M	**Eyes:**	Brown	**SSN:**	229388377
Height:	5'10"	**Weight:**	175	**Hair:**	Brown	**State ID:**	222-22-2222
DOB:	12/15/60	**Race:**	N-White, Non-Hisp	**DL:**	2288299288	**FBI:**	FBI9887732

Scars/Marks/Tattoos: Tattoos, Right Arm, FOREARM
Tattoos, Right Wrist,
Tattoos, Left Arm, Red Rose

Home Phone: (256)555-8888
Work Phone: (256)555-7890

Additional Addresses

Secondary Home Address
107 S MAIN ST, Springfield, ND 79134

Vehicle

Vehicle:
Brown 1994 Ford ASPIRE 4 Doors
Garage Location:
401 ELDER ST, Springfield, ND 79134
Frequent Locations:
102 S MAIN ST, Springfield, ND 79134

Vehicle:
Blue 1994 Pontiac CAMARO 2 Doors
Garage Location:
102 S MAIN ST, Springfield, ND 79134
Frequent Locations:
300 S BROADWAY ST, Springfield, ND 79134
200 COFFEE RD, Springfield, ND 79134

Employment

Noriega Imports and Exports **Product Manager**
North Main (256)555-8939
Professional Licensing: Athletic Trainer, US,

Offense and Registration Information

Violation:	76-5A-3	Sexual Exploitation of Minor			
Counts:	1	**Conviction State:**	ND	**Victim:**	16 year old female
Sentence:		**Conviction Date:**	12/01/02	**Sentence End Date:**	**/**/**
Registration Start:	05/02/12	**Registration End:**	05/02/37	**Lifetime Registrant:**	N
Next Renewal:	11/02/12	**Predator:**	N	**Risk Level:**	Tier 2

For additional information: Springfield Police Department -

To create a Sex Offenders Law Enforcement Notification report:

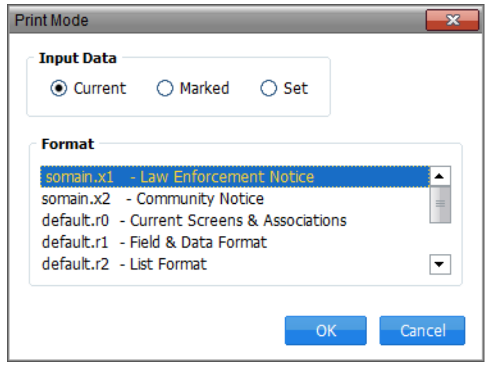
1. At the Spillman command line, enter `sexofndr`.

   The Sex Offenders screen opens.

2. Search for the sex offender or group of sex offenders for whom you want to create a Sex Offenders Law Enforcement Notification report.

3. Click the **Prt** button.

The Print Mode dialog box opens.



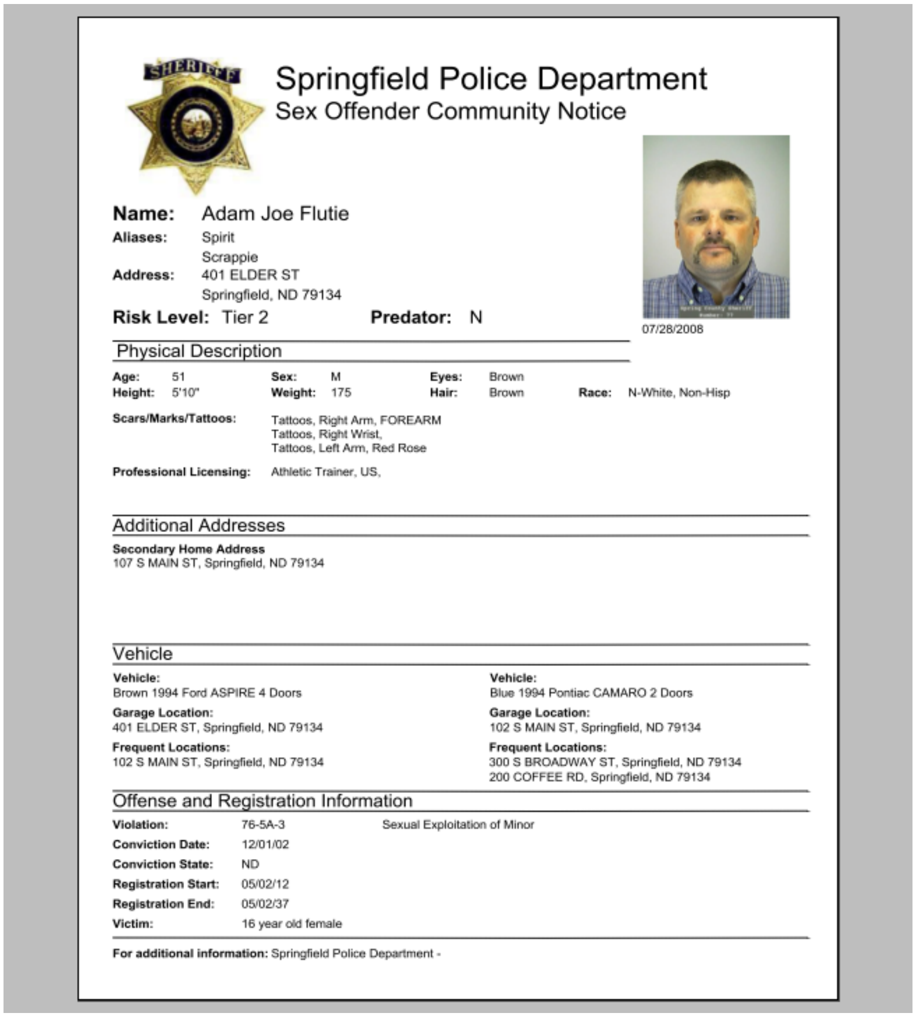
4. In the **Input Data** area, do one of the following:
   - To print a notice for the currently displayed sex offender, select **Current**.
   - To print the marked records from the search set, select **Marked**.
   - To print notices for the entire search set, select **Set**.
5. In the **Format** area, select `somain.x1 - Law Enforcement Notice`.
6. Click **OK**.

   The Print dialog box opens.
7. Set your print settings and then click **Print**.

Sex Offenders Community Notification

The Sex Offenders Law Community Notification report provides a tool for your agency to print sex offender notification sheets to alert community officials and citizens of a sex offender in the area.

The following is an example of the Sex Offenders Community Notification report.



Springfield Police Department
Sex Offender Community Notice

Name: Adam Joe Flutie
Aliases: Spirit
Scrappie
Address: 401 ELDER ST
Springfield, ND 79134
Risk Level: Tier 2 **Predator:** N

07/28/2008

Physical Description

Age: 51	**Sex:**	M	**Eyes:**	Brown			
Height: 5'10"	**Weight:**	175	**Hair:**	Brown	**Race:**	N-White, Non-Hisp	

Scars/Marks/Tattoos: Tattoos, Right Arm, FOREARM
Tattoos, Right Wrist,
Tattoos, Left Arm, Red Rose

Professional Licensing: Athletic Trainer, US,

Additional Addresses

Secondary Home Address
107 S MAIN ST, Springfield, ND 79134

Vehicle

Vehicle:
Brown 1994 Ford ASPIRE 4 Doors
Garage Location:
401 ELDER ST, Springfield, ND 79134
Frequent Locations:
102 S MAIN ST, Springfield, ND 79134

Vehicle:
Blue 1994 Pontiac CAMARO 2 Doors
Garage Location:
102 S MAIN ST, Springfield, ND 79134
Frequent Locations:
300 S BROADWAY ST, Springfield, ND 79134
200 COFFEE RD, Springfield, ND 79134

Offense and Registration Information

Violation: 76-5A-3 Sexual Exploitation of Minor
Conviction Date: 12/01/02
Conviction State: ND
Registration Start: 05/02/12
Registration End: 05/02/37
Victim: 16 year old female

For additional information: Springfield Police Department -

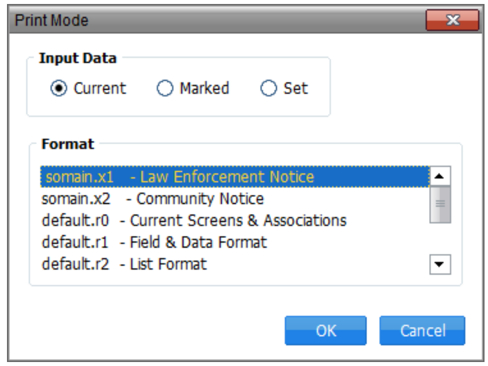
To create a Sex Offenders Community Notification report:

1. At the Spillman command line, enter **`sexofndr`**.

   The Sex Offenders screen opens.

2. Search for the sex offender or group of sex offenders for whom you want to create a Sex Offenders Community Notification report.
3. Click the **Prt** button.

The Print Mode dialog box opens.



4. In the **Input Data** area, do one of the following:
   - To print a notice for the currently displayed sex offender, select **Current**.
   - To print the marked records from the search set, select **Marked**.
   - To print notices for the entire search set, select **Set**.
5. In the **Format** area, select `somain.x2 - Community Notice`.
6. Click **OK**.

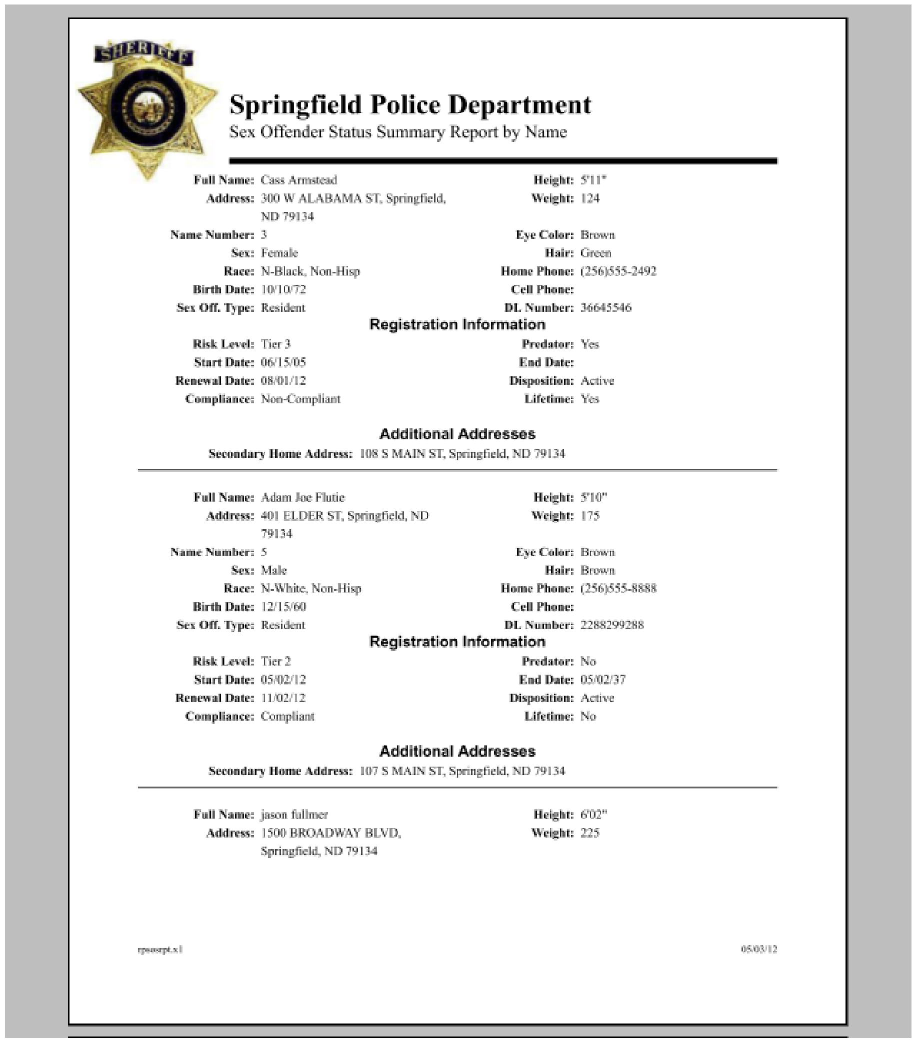
   The Print dialog box opens.
7. Set your print settings and then click **Print**.

Sex Offenders Status - Summary View (`rpsosrpt`)

The Sex Offenders Status Report - Summary View report displays a summary of the sex offender. The report includes sex offender information from:

- The sex offender’s Names record.
- The Sex Offenders record.
- The Names Additional Addresses record.

The following is an example of the Sex Offenders Status Summary report.



Springfield Police Department

Sex Offender Status Summary Report by Name

Full Name:	Cass Armstead	**Height:**	5'11"
Address:	300 W ALABAMA ST, Springfield, ND 79134	**Weight:**	124
Name Number:	3	**Eye Color:**	Brown
Sex:	Female	**Hair:**	Green
Race:	N-Black, Non-Hisp	**Home Phone:**	(256)555-2492
Birth Date:	10/10/72	**Cell Phone:**	
Sex Off. Type:	Resident	**DL Number:**	36645546

Registration Information

Risk Level:	Tier 3	**Predator:**	Yes
Start Date:	06/15/05	**End Date:**	
Renewal Date:	08/01/12	**Disposition:**	Active
Compliance:	Non-Compliant	**Lifetime:**	Yes

Additional Addresses

Secondary Home Address: 108 S MAIN ST, Springfield, ND 79134

Full Name:	Adam Joe Flutie	**Height:**	5'10"
Address:	401 ELDER ST, Springfield, ND 79134	**Weight:**	175
Name Number:	5	**Eye Color:**	Brown
Sex:	Male	**Hair:**	Brown
Race:	N-White, Non-Hisp	**Home Phone:**	(256)555-8888
Birth Date:	12/15/60	**Cell Phone:**	
Sex Off. Type:	Resident	**DL Number:**	2288299288

Registration Information

Risk Level:	Tier 2	**Predator:**	No
Start Date:	05/02/12	**End Date:**	05/02/37
Renewal Date:	11/02/12	**Disposition:**	Active
Compliance:	Compliant	**Lifetime:**	No

Additional Addresses

Secondary Home Address: 107 S MAIN ST, Springfield, ND 79134

Full Name:	jason fullmer	**Height:**	6'02"
Address:	1500 BROADWAY BLVD, Springfield, ND 79134	**Weight:**	225

rpsosrpt.x1 05/03/12

To generate a Sex Offenders Status - Summary View report:

1. At the Spillman command line, enter **`rpsosrpt`**.

   The Spillman report screen opens with the `rpsosrpt - SO Status Summary` report displayed.

2. In the **Format** area, select one of the following formats:

   – To organize the sex offender list alphabetically by last name, select `rpsosrpt.x1 - By Name`.

   – To organize the sex offender list numerically by Name number, select `rpsosrpt.x2 - By Name Number`.

- To organize the sex offender list into groups of risk levels, select `rpsosrpt.x3 - By Risk Level`.

3. Optional. To narrow the list, enter information in any of the displayed fields. If you want to generate a complete list, leave all fields blank. You can use the following fields to narrow the list:

> **NOTE**
> For any field on the report, you can use the set the search type by placing the cursor in a field and clicking the **Type** button. You can select `Ignore`, `Equal to`, `Not equal to`, `Between`, `Less than`, `Greater than`, and `Sounds like`.

- **Sex Offenders Number**
- **Registration Agency**
- **Lifetime Flag**
- **End Date**
- **Compliance Status**
- **Disposition**
- **Sex Offenders Type**
- **Professional Licenses**
- **Risk Level**
- **Predator Flag**
- **Start Date**
- **Renewal Date**
- **Status**
- **Reason**
- **Name Types**

4. Click **Print**.

   The Print dialog box opens.

5. Set your print settings and then click **Print**.

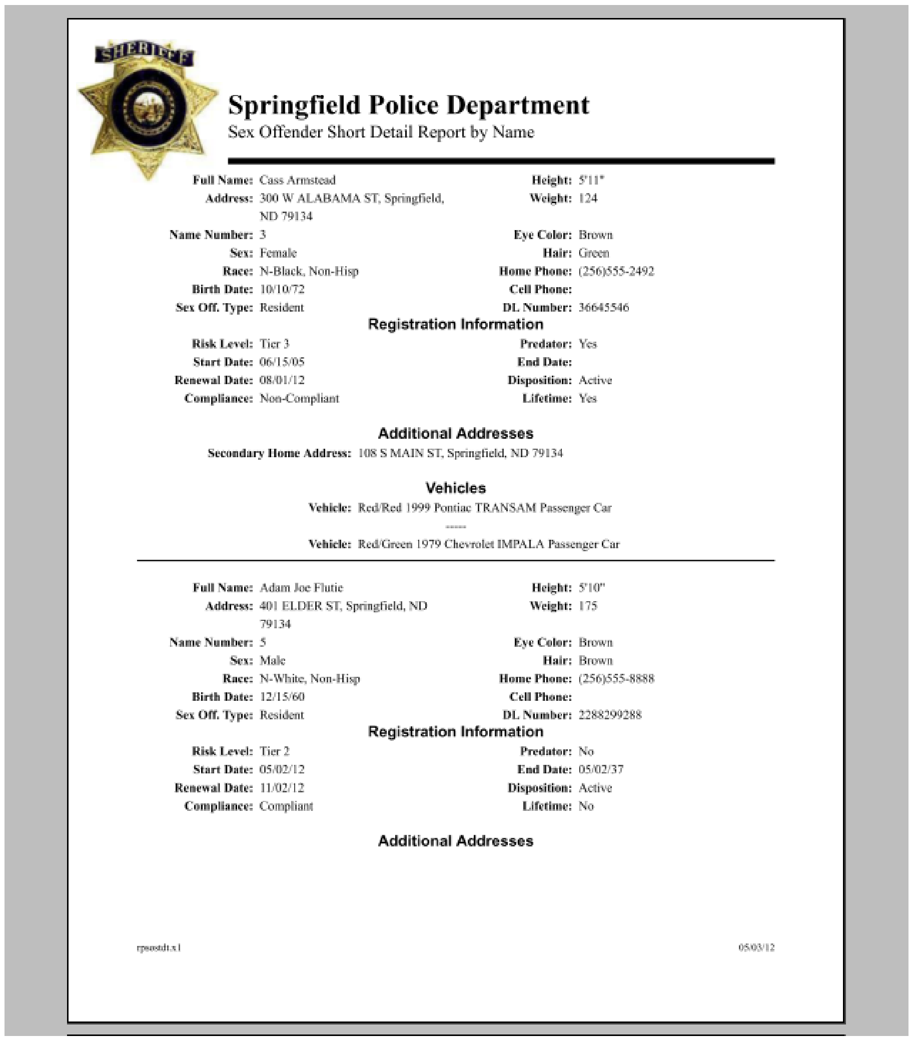
Sex Offenders Status - Short Detail View (`rpsostdt`)

The Sex Offenders Status Report - Short Detail View report displays a summary of the sex offender. The report includes sex offender information from:

- The sex offender’s Names record.

- The Sex Offenders record.
- The Names Additional Addresses record.
- The Sex Offenders Vehicles record.

The following is an example of the Sex Offenders Status - Short Detail View report.



Springfield Police Department
Sex Offender Short Detail Report by Name

Full Name: Cass Armstead — Height: 5'11"
Address: 300 W ALABAMA ST, Springfield, ND 79134 — Weight: 124
Name Number: 3 — Eye Color: Brown
Sex: Female — Hair: Green
Race: N-Black, Non-Hisp — Home Phone: (256)555-2492
Birth Date: 10/10/72 — Cell Phone:
Sex Off. Type: Resident — DL Number: 36645546

Registration Information

Risk Level: Tier 3 — Predator: Yes
Start Date: 06/15/05 — End Date:
Renewal Date: 08/01/12 — Disposition: Active
Compliance: Non-Compliant — Lifetime: Yes

Additional Addresses

Secondary Home Address: 108 S MAIN ST, Springfield, ND 79134

Vehicles

Vehicle: Red/Red 1999 Pontiac TRANSAM Passenger Car

Vehicle: Red/Green 1979 Chevrolet IMPALA Passenger Car

Full Name: Adam Joe Flutie — Height: 5'10"
Address: 401 ELDER ST, Springfield, ND 79134 — Weight: 175
Name Number: 5 — Eye Color: Brown
Sex: Male — Hair: Brown
Race: N-White, Non-Hisp — Home Phone: (256)555-8888
Birth Date: 12/15/60 — Cell Phone:
Sex Off. Type: Resident — DL Number: 2288299288

Registration Information

Risk Level: Tier 2 — Predator: No
Start Date: 05/02/12 — End Date: 05/02/37
Renewal Date: 11/02/12 — Disposition: Active
Compliance: Compliant — Lifetime: No

Additional Addresses

rpsostdt.x1 — 05/03/12

To generate a Sex Offenders Status - Short Detail View report:

1. At the Spillman command line, enter **`rpsostdt`**.

   The Spillman report screen opens with the `rpsosrpt - SO Short Detail` report displayed.

2. In the **Format** area, select one of the following formats:

- To organize the sex offender list alphabetically by last name, select `rpsostdt.x1 - By Name`.
- To organize the sex offender list numerically by Name number, select `rpsostdt.x2 - By Name Number`.
- To organize the sex offender list into groups of risk levels, select `rpsostdt.x3 - By Risk Level`.

3. Optional. To narrow the list, enter information in any of the displayed fields. If you want to generate a complete list, leave all fields blank. You can use the following fields to narrow the list:

> **NOTE**
>
> For any field on the report, you can use the set the search type by placing the cursor in a field and clicking the **Type** button. You can select `Ignore`, `Equal to`, `Not equal to`, `Between`, `Less than`, `Greater than`, and `Sounds like`.

- **Sex Offenders Number**
- **Registration Agency**
- **Lifetime Flag**
- **End Date**
- **Compliance Status**
- **Disposition**
- **Sex Offenders Type**
- **Professional Licenses**
- **Risk Level**
- **Predator Flag**
- **Start Date**
- **Renewal Date**
- **Status**
- **Reason**
- **Name Types**

4. Click **Print**.

   The Print dialog box opens.

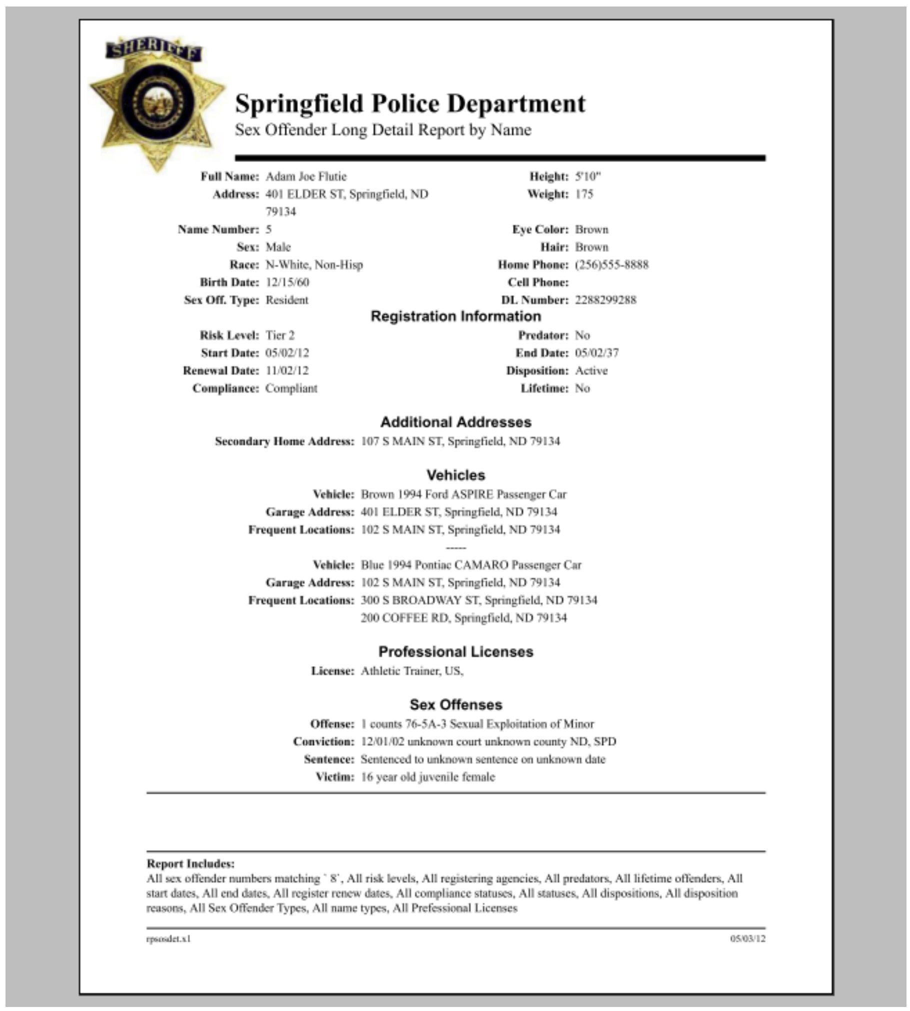
5. Set your print settings and then click **Print**.

Sex Offenders Status Report - Long Detail View (`rpsosdet`)

The Sex Offenders Status Report - Long Detail View report displays a summary of the sex offender. The report includes sex offender information from:

- The sex offender's Names record.
- The Sex Offenders record.
- The Names Additional Addresses record.
- The Sex Offenders Vehicles record.
- The Sex Offenders Offenses record.

The following is an example of the Sex Offenders Status - Long Detail View report.



Springfield Police Department

Sex Offender Long Detail Report by Name

Full Name: Adam Joe Flutie
Address: 401 ELDER ST, Springfield, ND 79134
Name Number: 5
Sex: Male
Race: N-White, Non-Hisp
Birth Date: 12/15/60
Sex Off. Type: Resident
Height: 5'10"
Weight: 175
Eye Color: Brown
Hair: Brown
Home Phone: (256)555-8888
Cell Phone:
DL Number: 2288299288

Registration Information

Risk Level: Tier 2
Start Date: 05/02/12
Renewal Date: 11/02/12
Compliance: Compliant
Predator: No
End Date: 05/02/37
Disposition: Active
Lifetime: No

Additional Addresses

Secondary Home Address: 107 S MAIN ST, Springfield, ND 79134

Vehicles

Vehicle: Brown 1994 Ford ASPIRE Passenger Car
Garage Address: 401 ELDER ST, Springfield, ND 79134
Frequent Locations: 102 S MAIN ST, Springfield, ND 79134

Vehicle: Blue 1994 Pontiac CAMARO Passenger Car
Garage Address: 102 S MAIN ST, Springfield, ND 79134
Frequent Locations: 300 S BROADWAY ST, Springfield, ND 79134
200 COFFEE RD, Springfield, ND 79134

Professional Licenses

License: Athletic Trainer, US,

Sex Offenses

Offense: 1 counts 76-5A-3 Sexual Exploitation of Minor
Conviction: 12/01/02 unknown court unknown county ND, SPD
Sentence: Sentenced to unknown sentence on unknown date
Victim: 16 year old juvenile female

Report Includes:
All sex offender numbers matching `8`, All risk levels, All registering agencies, All predators, All lifetime offenders, All start dates, All end dates, All register renew dates, All compliance statuses, All statuses, All dispositions, All disposition reasons, All Sex Offender Types, All name types, All Professional Licenses

rpsosdet.x1 05/03/12

To generate a Sex Offenders Status - Long Detail View report:

1. At the Spillman command line, enter **`rpsosdet`**.

   The Spillman report screen opens with the `rpsosdet - SO Long Detail` report displayed.

2. In the **Format** area, select one of the following formats:

   – To organize the sex offender list alphabetically by last name, select `rpsosdet.x1 - By Name`.

   – To organize the sex offender list numerically by Name number, select `rpsosdet.x2 - By Name Number`.

   – To organize the sex offender list into groups of risk levels, select `rpsosdet.x3 - By Risk Level`.

3. Optional. To narrow the list, enter information in any of the displayed fields. If you want to generate a complete list, leave all fields blank. You can use the following fields to narrow the list:

> **NOTE**
>
> For any field on the report, you can use the set the search type by placing the cursor in a field and clicking the **Type** button. You can select `Ignore`, `Equal to`, `Not equal to`, `Between`, `Less than`, `Greater than`, and `Sounds like`.

   – **Sex Offenders Number**

   – **Registration Agency**

   – **Lifetime Flag**

   – **End Date**

   – **Compliance Status**

   – **Disposition**

   – **Sex Offenders Type**

   – **Professional Licenses**

   – **Risk Level**

   – **Predator Flag**

   – **Start Date**

   – **Renewal Date**

   – **Status**

   – **Reason**

   – **Name Types**

4. Click **Print**.

   The Print dialog box opens.

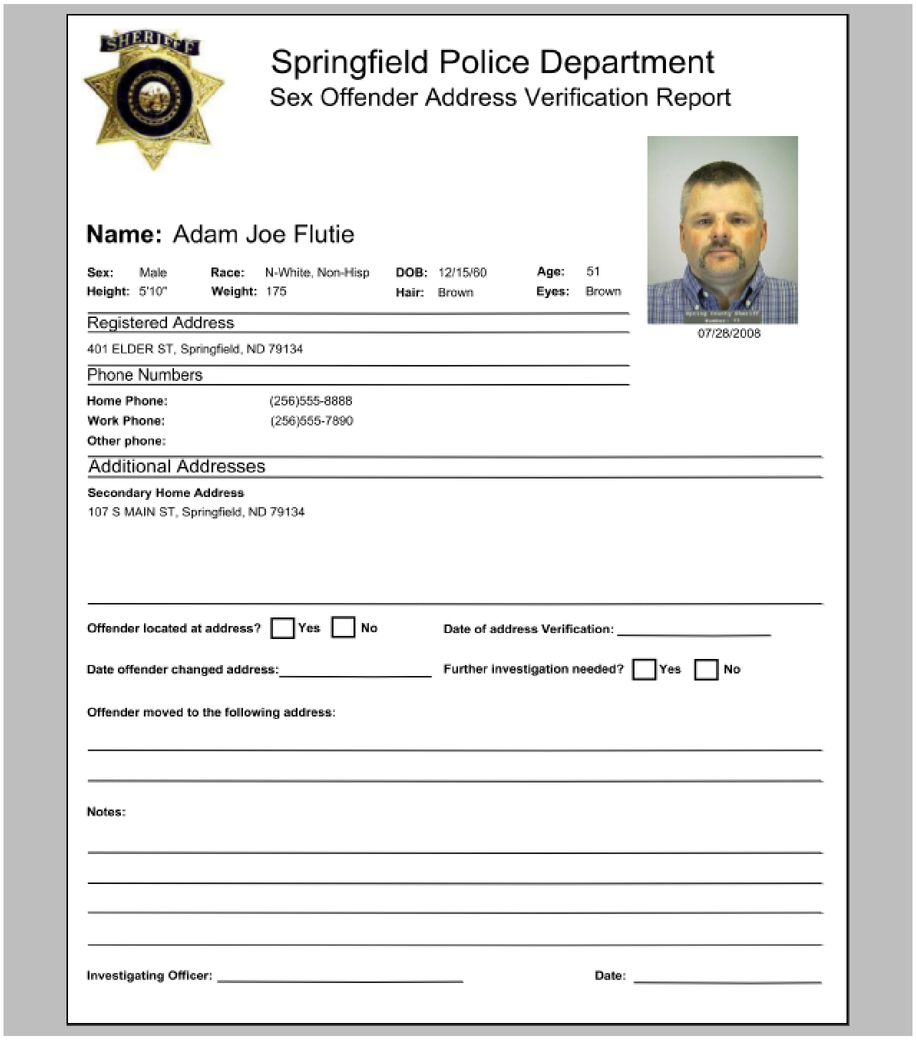
5. Set your print settings and then click **Print**.

Sex Offenders Address Verification (`rpsoavr`)

The Sex Offenders Address Verification report provides a printed form that officers can use when verifying a sex offender’s address. The printed form includes the sex offender’s:

- Mug shot
- Physical description
- Registered address
- Phone numbers
- Additional addresses

The following is an example of the Sex Offenders Address Verification report.



Springfield Police Department

Sex Offender Address Verification Report

Name: Adam Joe Flutie

Sex: Male **Race:** N-White, Non-Hisp **DOB:** 12/15/60 **Age:** 51

Height: 5'10" **Weight:** 175 **Hair:** Brown **Eyes:** Brown

07/28/2008

Registered Address

401 ELDER ST, Springfield, ND 79134

Phone Numbers

Home Phone: (256)555-8888

Work Phone: (256)555-7890

Other phone:

Additional Addresses

Secondary Home Address

107 S MAIN ST, Springfield, ND 79134

Offender located at address? ☐ Yes ☐ No **Date of address Verification:** ____________

Date offender changed address: ____________ **Further investigation needed?** ☐ Yes ☐ No

Offender moved to the following address:

Notes:

Investigating Officer: ____________ **Date:** ____________

To generate a Sex Offenders Address Verification report:

1. At the Spillman command line, enter **`rpsoavr`**.

   The Spillman report screen opens with the `rpsoavr - SO Address Verification` report displayed.

2. Optional. To narrow the list, enter information in any of the displayed fields. If you want to generate a complete list, leave all fields blank. You can use the following fields to narrow the list:

> **NOTE**
>
> For any field on the report, you can use the set the search type by placing the cursor in a field and clicking the **Type** button. You can select `Ignore`, `Equal to`, `Not equal to`, `Between`, `Less than`, `Greater than`, and `Sounds like`.

   – **Registration Agency**
   – **Action**
   – **Due Date**
   – **Assigned To**
   – **Sex Offenders Number**

3. Click **Print**.

   The Print dialog box opens.

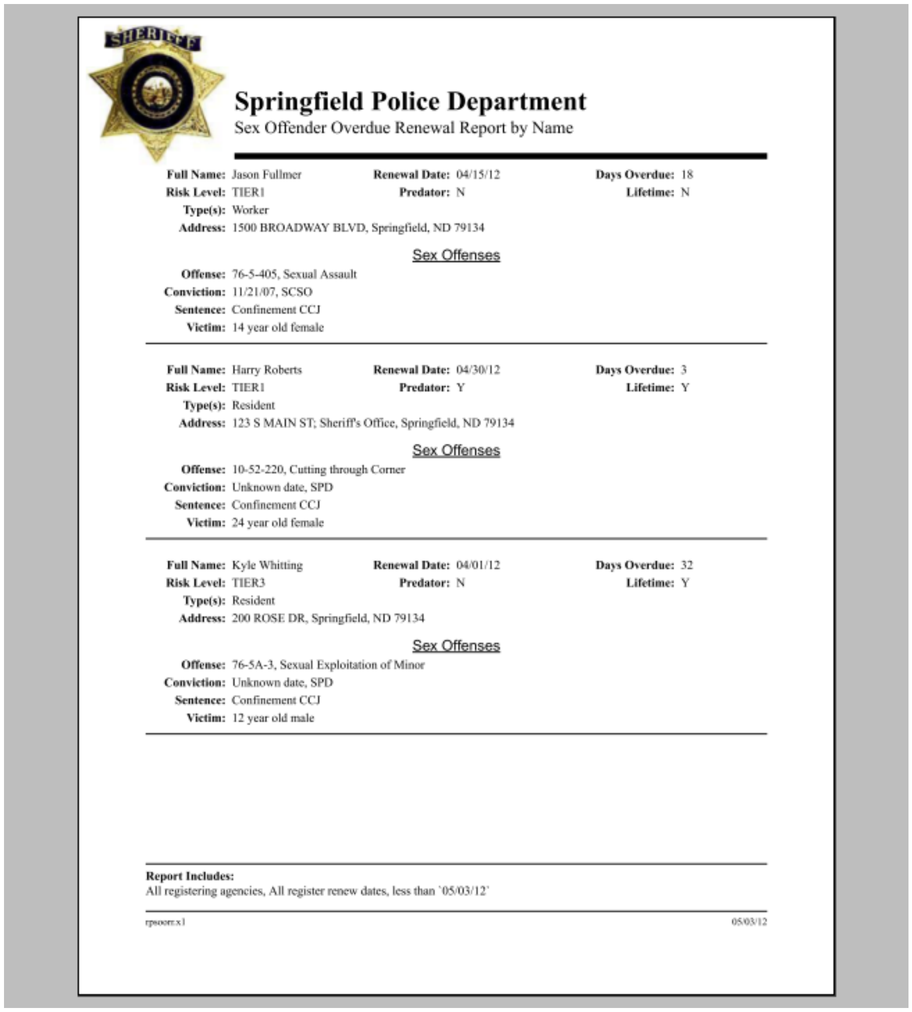
4. Set your print settings and then click **Print**.

Sex Offenders Overdue Renewal (`rpsoorr`)

The Sex Offenders Overdue Renewal report provides a list of all sex offenders that are past due. The report displays the sex offenders next renewal date and the number of days that they are overdue.

You can organize the list by name, by next renewal date, or by the number of days overdue.

The following is an example of the Sex Offenders Overdue Renewal report.



Springfield Police Department

Sex Offender Overdue Renewal Report by Name

Full Name: Jason Fullmer **Renewal Date:** 04/15/12 **Days Overdue:** 18
Risk Level: TIER1 **Predator:** N **Lifetime:** N
Type(s): Worker
Address: 1500 BROADWAY BLVD, Springfield, ND 79134

Sex Offenses

Offense: 76-5-405, Sexual Assault
Conviction: 11/21/07, SCSO
Sentence: Confinement CCJ
Victim: 14 year old female

Full Name: Harry Roberts **Renewal Date:** 04/30/12 **Days Overdue:** 3
Risk Level: TIER1 **Predator:** Y **Lifetime:** Y
Type(s): Resident
Address: 123 S MAIN ST; Sheriff's Office, Springfield, ND 79134

Sex Offenses

Offense: 10-52-220, Cutting through Corner
Conviction: Unknown date, SPD
Sentence: Confinement CCJ
Victim: 24 year old female

Full Name: Kyle Whitting **Renewal Date:** 04/01/12 **Days Overdue:** 32
Risk Level: TIER3 **Predator:** N **Lifetime:** Y
Type(s): Resident
Address: 200 ROSE DR, Springfield, ND 79134

Sex Offenses

Offense: 76-5A-3, Sexual Exploitation of Minor
Conviction: Unknown date, SPD
Sentence: Confinement CCJ
Victim: 12 year old male

Report Includes:
All registering agencies, All register renew dates, less than '05/03/12'

rpsoorr.x1 05/03/12

To generate a Sex Offenders Overdue Renewal report:

1. At the Spillman command line, enter **`rpsoorr`**.

   The Spillman report screen opens with the `rpsoorr - SO Overdue Renewal` report displayed.

2. In the **Format** area, select one of the following formats:

   – To organize the sex offender list alphabetically by last name, select `rpsoorr.x1 - By Name`.

   – To organize the sex offender list numerically by Name number, select `rpsoorr.x2 - By Next Renewal Date`.

- To organize the sex offender list into groups of risk levels, select `rpsoorr.x3 - By Days Overdue`.

3. Optional. To narrow the list, enter information in any of the displayed fields. If you want to generate a complete list, leave all fields blank. You can use the following fields to narrow the list:

> **NOTE**
>
> For any field on the report, you can use the set the search type by placing the cursor in a field and clicking the **Type** button. You can select `Ignore`, `Equal to`, `Not equal to`, `Between`, `Less than`, `Greater than`, and `Sounds like`.

- **Registration Agency**
- **Renewal Date**

4. Click **Print**.

   The Print dialog box opens.

5. Set your print settings and then click **Print**.

Sex Offenders Officer Action (`rpsooar`)

The Sex Offenders Officer Action report generates a list of the upcoming actions for officers to complete for sex offenders. The report includes:

- The name of the assigned officer.
- The name of the sex offender.
- The due date of the action.
- The type of action to be completed.
- Information about the last action that was completed for the sex offender.

The Sex Offenders Officer Action report can be organized by officer, by due date, or by action.

The following is an example of the Sex Offenders Officer Action report.

Springfield Police Department
Sex Offender Officer Action Report by Assigned to

Assigned to: Andrew Mathers **Due Date:** 04/23/12
Sex Offender: Harry Roberts **Action:** Onsite Visit
Comments: Verify compliance

Last Action

Date: 04/23/12 **Officer:** Scott Hill
Action Type: Address Verification
Comments: Verified address

Assigned to: Andrew Morrison **Due Date:** 05/05/12
Sex Offender: Kyle Whitting **Action:** Address Verification
Comments: Rumors are that Kyle Whitting no longer lives on Rose Dr. May have moved to 125 S Main St.

Last Action

Date: 06/04/11 **Officer:** Brice Morton
Action Type: Community Notification
Comments: Sent community notification.

Assigned to: Ann Patterson **Due Date:** 05/03/12
Sex Offender: Jason Fullmer **Action:** Renewal
Comments: Jason Fullmer is overdue to renew registration.

Last Action

Date: 10/25/11 **Officer:** Billy Fife
Action Type: Renewal
Comments: Renewed registration on time.

Assigned to: Brett Pratt **Due Date:** 05/03/12
Sex Offender: Cass Armstead **Action:** Registration

Last Action

Date: 09/15/11 **Officer:** Bruce Daniels
Action Type: Address Verification
Comments: Verified address.

Assigned to: Timothy Andrews **Due Date:** 05/09/12
Sex Offender: Adam Joe Flutie **Action:** Community Notification
Comments: Notify community leaders that new sex offender has moved into neighborhood.

Last Action

rpsooar.x1 05/04/12

To generate a Sex Offenders Officer Action report:

1. At the Spillman command line, enter **`rpsooar`**.

   The Spillman report screen opens with the `rpsooar - SO Officer Action` report displayed.

2. In the **Format** area, select one of the following formats:

   – To organize the action list by the assigned officer, select `rpsooar.x1 - by Assigned to`.

   – To organize the action list by the due date, select `rpsooar.x2 - by Due Date`.

– To organize the action list by type of action, select `rpsooar.x3 - by Action`.

3. Optional. To narrow the list, enter information in any of the displayed fields. If you want to generate a complete list, leave all fields blank. You can use the following fields to narrow the list:

> **NOTE**
>
> For any field on the report, you can use the set the search type by placing the cursor in a field and clicking the **Type** button. You can select `Ignore`, `Equal to`, `Not equal to`, `Between`, `Less than`, `Greater than`, and `Sounds like`.

– **Registration Agency**

– **Action**

– **Due Date**

– **Assigned To**

– **Sex Offenders Status**

– **Sex Offenders Number**

4. Click **Print**.

The Print dialog box opens.

5. Set your print settings and then click **Print**.

Sex Offenders Statistical (`rpsostat`)

The Sex Offenders Statistical report provides a brief overview of your agency's sex offender statistics. The report includes statistics about:

- Agency registrations
- Address types
- Registration information
- Statuses
- Offenses (top five)
- Victims

The following is an example of the Sex Offenders Statistical report.

Springfield Police Department

Sex Offender Statistical Report

Agency Registrations

Spring County Sheriff: 1

Springfield Police Department: 4

Address Types

Secondary Home Address: 2

Registration Information

Risk Levels

Tier 1: 2

Tier 2: 1

Tier 3: 2

Predators: 2

Lifetime Sex Offenders: 3

Statuses

Compliance Statuses

Unknown: 1

Compliant: 2

Non-Compliant: 2

Sex Offender Statuses

Unknown: 1

Failed to Register: 2

Other Violation: 1

Verified: 1

Dispositions

Active: 4

Inactive: 1

Disposition Reasons

Unknown: 3

Deceased: 1

Out of Area: 1

Offenses

Top Five Offenses

1 - 76-5-405 - Sexual Assault	**Count:** 2
2 - 76-5A-3 - Sexual Exploitation of Minor	**Count:** 2
3 - 00000000 - Sentenced by Circuit Judge	**Count:** 1
4 - 10-52-220 - Cutting through Corner	**Count:** 0

Victims

Unknown Juvenile Status Victims: 1

Juvenile Victims: 3

Adult Victims: 1

Male Victims: 1

Female Victims: 3

Unknown Gender Victims: 1

Victims of Unknown Age: 1

Victims Age 1 - 5: 0

Victims Age 6 - 12: 1

Victims Age 13 - 17: 2

Victims Age 18 and up: 1

rpsostat.x1 05/04/12

To generate a Sex Offenders Statistical report:

1. At the Spillman command line, enter **`rpsostat`**.

   The Spillman report screen opens with the `rpsostat - SO Statistical` report displayed.

2. Optional. To narrow the list by registration agency, in the **Registration Agency** field, select the registration agency for whom you want to display sex offender statistics.

   If you leave the field blank, the software returns all registration agencies.

3. Click **Print**.

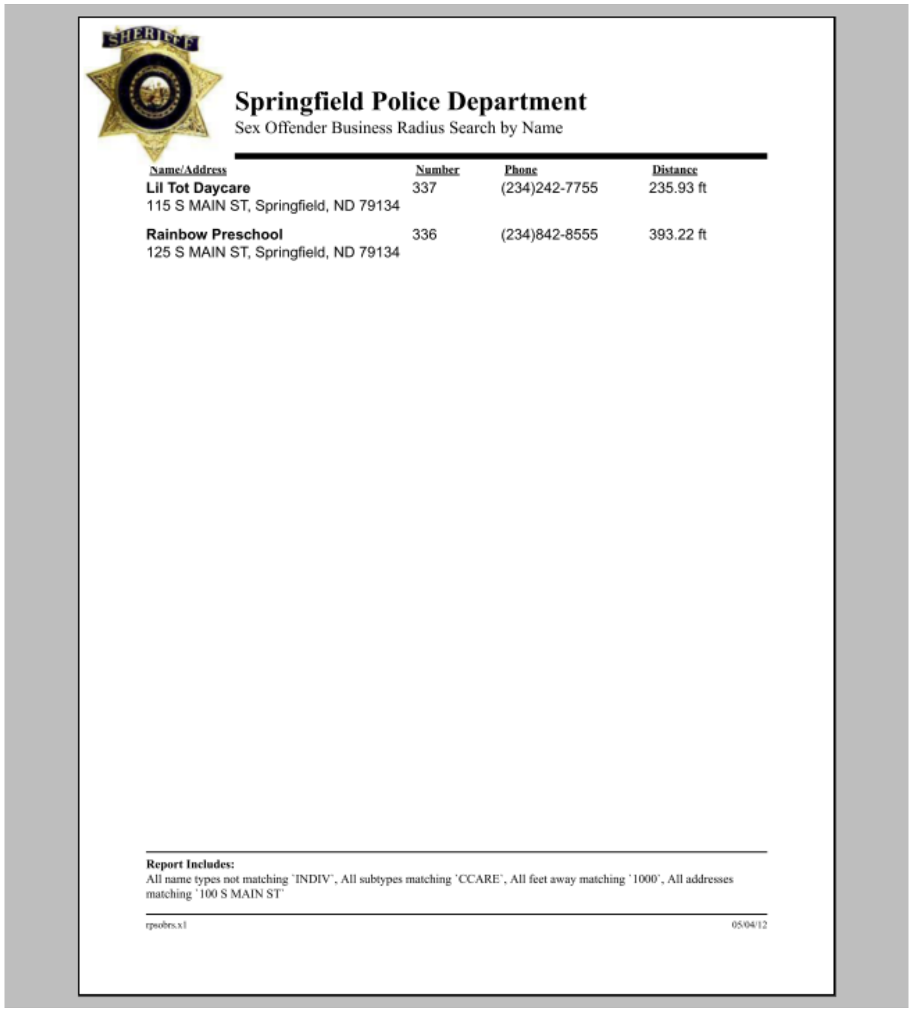
The Print dialog box opens.

4. Set your print settings and then click **Print**.

Sex Offenders Business Radius Search (`rpsobrs`)

The Sex Offenders Business Radius Search report allows you to enter an address and perform a search for any businesses within a defined radius. This allows you to enter any address in your system and see what types of businesses are in the surrounding area. The report also allows you to filter the search results to display only certain types of businesses (for example, you can filter the report to display only public parks) by using the **Sub Type** field on the Names screen.

The following is an example of the Sex Offenders Business Radius Search report. The report has been restricted to display only child care businesses within the search radius.



Springfield Police Department

Sex Offender Business Radius Search by Name

Name/Address	Number	Phone	Distance
Lil Tot Daycare 115 S MAIN ST, Springfield, ND 79134	337	(234)242-7755	235.93 ft
Rainbow Preschool 125 S MAIN ST, Springfield, ND 79134	336	(234)842-8555	393.22 ft

Report Includes:
All name types not matching `INDIV`, All subtypes matching `CCARE`, All feet away matching `1000`, All addresses matching `100 S MAIN ST`

rpsobrs.x1 05/04/12

To generate a Sex Offenders Business Radius report:

1. At the Spillman command line, enter **`rpsobrs`**.

   The Spillman report screen opens with the `rpsobrs - SO Business Radius Search` report displayed.

2. In the **Format** area, select one of the following formats:

   – To organize the businesses alphabetically by name, select `rpsobrs.x1 - By Name`.

– To organize the businesses by distance from the address, select `rpsobrs.x2 - By Distance`.

3. In the **Street Address** field, enter the address of the center point of your search.
4. Optional. If you want to reduce the list to display only certain subtypes of businesses, in the **Name Sub Type** field, select a business category to display. For example, you can select `CCARE` to display only child care facilities in the search result. You can click the Lookup button and select a sub type from the lookup list.

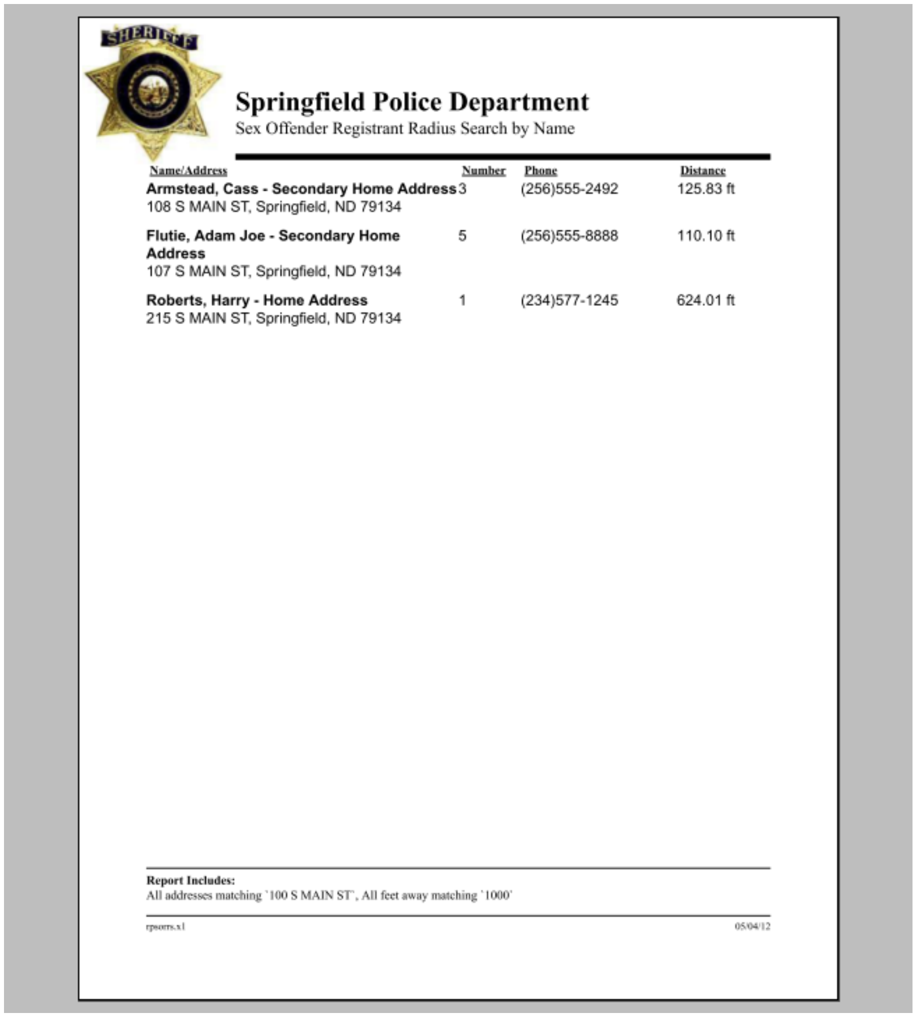
   If you leave the field blank, the software returns all sub types.
5. In the **Radius** field, enter the length of the search radius (in feet). Only businesses within this radius will be displayed in the report.
6. Do not enter a value in the **GeoID** field.
7. Click **Print**.

   The Print dialog box opens.
8. Set your print settings and then click **Print**.

Sex Offenders Registrant Radius Search (`rpsorrs`)

The Sex Offenders Registrant Radius Search report allows you to search for any sex offenders who have a related address within a defined radius of a specific address. This allows you to enter an address in your system and see all sex offenders who are within the surrounding area.

The following is an example of the Sex Offenders Registrant Radius Search report.



Springfield Police Department

Sex Offender Registrant Radius Search by Name

Name/Address	Number	Phone	Distance
Armstead, Cass - Secondary Home Address 108 S MAIN ST, Springfield, ND 79134	3	(256)555-2492	125.83 ft
Flutie, Adam Joe - Secondary Home Address 107 S MAIN ST, Springfield, ND 79134	5	(256)555-8888	110.10 ft
Roberts, Harry - Home Address 215 S MAIN ST, Springfield, ND 79134	1	(234)577-1245	624.01 ft

Report Includes:

All addresses matching `100 S MAIN ST', All feet away matching `1000'

rpsorrs.x1 05/04/12

To generate a Sex Offenders Registrant Radius report:

1. At the Spillman command line, enter **`rpsorrs`**.

   The Spillman report screen opens with the `rpsorrs - SO Registrant Radius Search` report displayed.

2. In the **Format** area, select one of the following formats:

   – To organize the sex offenders alphabetically by name, select `rpsorrs.x1 - By Name`.

   – To organize the sex offenders by distance from the address, select `rpsorrs.x2 - By Distance`.

3. In the **Street Address** field, enter the address of the center point of your search.
4. In the **Radius** field, enter the length of the search radius (in feet). Only sex offenders that have a primary or secondary address within this radius will be displayed in the report.
5. Do not enter a value in the **GeoID** field.
6. Click **Print**.

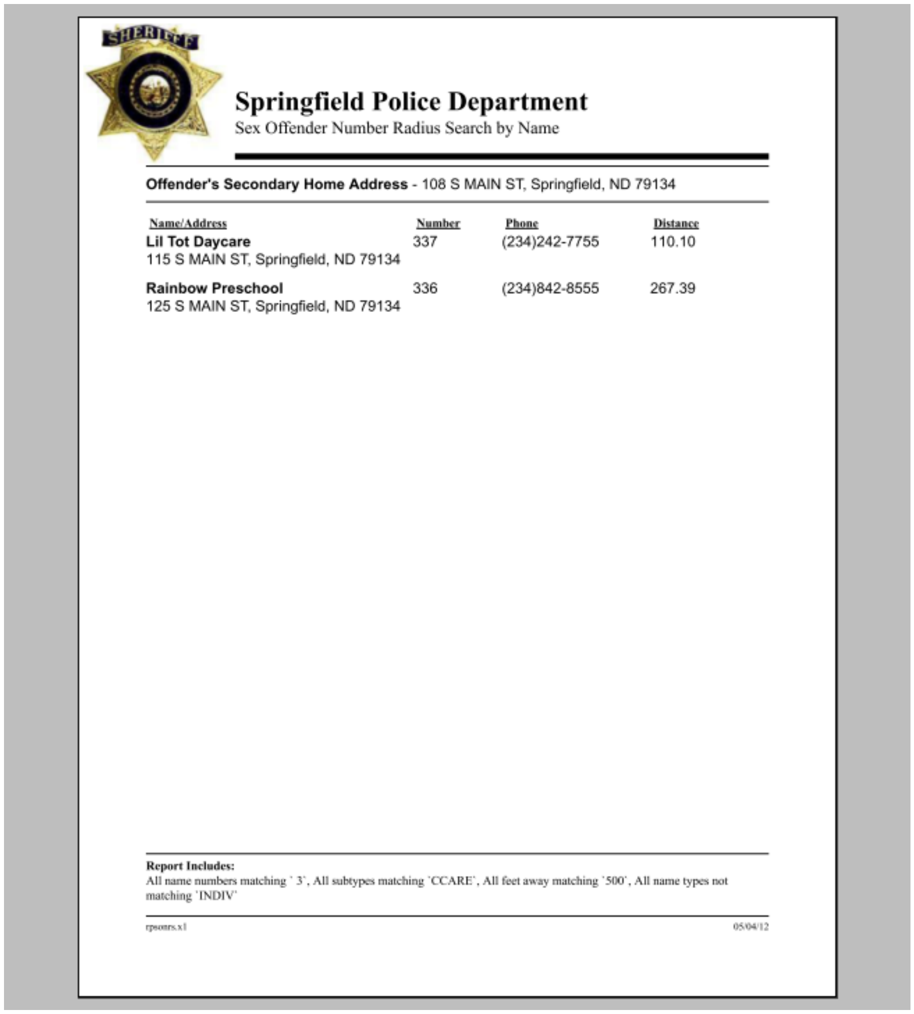
   The Print dialog box opens.
7. Set your print settings and then click **Print**.

Sex Offenders Number Radius Search (`rpsonrs`)

The Sex Offenders Number Radius Search report allows you to compile a list of businesses that are within a specific distance from a designated sex offender's addresses (primary and secondary). This allows you to enter any sex offender in your system and see what types of businesses are within the surrounding area of any of the sex offender's associated addresses.

The report also allows you to filter the search results to display only certain types of businesses (for example, you can filter the report to display only public parks) by using the **Sub Type** field on the Names screen.

The following is an example of the Sex Offenders Number Radius Search report. The report has been restricted to display only child care businesses within the search radius.



Springfield Police Department

Sex Offender Number Radius Search by Name

Offender's Secondary Home Address - 108 S MAIN ST, Springfield, ND 79134

Name/Address	Number	Phone	Distance
Lil Tot Daycare 115 S MAIN ST, Springfield, ND 79134	337	(234)242-7755	110.10
Rainbow Preschool 125 S MAIN ST, Springfield, ND 79134	336	(234)842-8555	267.39

Report Includes:

All name numbers matching ` 3`, All subtypes matching `CCARE`, All feet away matching `500`, All name types not matching `INDIV`

rpsonrs.x1 05/04/12

To use the Sex Offenders Number Radius Search report:

1. At the Spillman command line, enter **`rpsonrs`**.
2. In the **Format** area, select one of the following formats:
   - To organize the businesses alphabetically by name, select `rpsonrs.x1 - By Name`.
   - To organize the businesses by distance from the address, select `rpsonrs.x2 - By Distance`.

3. In the **Sex Offenders Name Number** field, enter the Name number of the of the sex offender that you want to use as the center point of the search. If you do not know the Name number, click the Lookup button and select a sex offender from the lookup list.
4. Optional. In the **Name Sub Type** field, enter the business type that you want included in the search. You can click the Lookup button and select a sub type from the list. For example, enter **`CCARE`** for Child Care Facility. If you leave the field blank, the software returns all sub types.
5. In the **Radius (ft)** field, enter (in feet) the size of the search radius.
6. Click **Print**.

   The Print dialog box opens.
7. Click **Print**.

SAA: Setting up the Sex Offenders module

The following code tables are used throughout the Sex Offenders module.

nmtbotel

Telephone Type codes are referenced by the **Other Tel** field on the Names screen. Use the Telephone Type code to set up categories of telephone numbers that your agency tracks on Names records.

The `nmtbotel` code table is pre-populated with the following codes.

Code	Description
CELL	Cell Phone
PAGER	Pager
HOME2	Secondary Home Phone
WORK2	Secondary Work Phone
HFAX	Home Fax Line
WFAX	Work Fax Line
TTY	Hearing Impaired Line
SCHOL	School Phone
OTHER	Other Phone

`Code`

5 characters, alphanumeric field. A code for the type of telephone number that is entered in the **Other Tel** field.

`Descrpt`

30 characters, alphanumeric field. The full description of the Telephone Type code.

nmtbityp

Internet Type codes are referenced by the **Internet** field on the Names screen. Use the Internet Type code to set up categories of internet accounts that your agency tracks for Names records.

The `nmtbityp` code table is pre-populated with the following codes.

Code	Description
AIM	AOL Instant Messenger Account
EMAIL	Email Address
FCBK	Facebook Account
GOGLE	Google Talk Account
ICQ	“I seek you” Instant Msnger Act
LNKDN	LinkedIn Account
MSN	MSN Messenger Account
MYSPC	MySpace Account
SKYPE	Skype Account
TWIT	Twitter Account
WSITE	Website URL
YAHOO	Yahoo Instant Messenger Acct

`Code`

6 characters, alphanumeric field. A code for the type of internet accounts an individual might use.

`Descrpt`

30 characters, alphanumeric field. The full description of the Internet Type code.

nmtbstyp

Name Subtype codes are referenced by the **Sub Type** field on the Names screen. Use the Name Subtype code to set up categories of name types that your agency uses to track Names records. Your agency can assign a Names record a sub type (or multiple subtypes) to help you search for specific groups of people, businesses, or other entities.

The `nmtbstyp` code table is pre-populated with the following codes.

Code	Description
CCARE	Child Care Facility
POOL	Public Swimming Pool
PRESCL	Pre-School
SCHOOL	Primary or Secondary School
SORES	Sex Offenders Restricted

`Code`

5 characters, alphanumeric field. A code for the type of the Names Type sub category that is entered in the **Sub Type** field.

`Descrpt`

30 characters, alphanumeric field. The full description of the Names record sub type.

nmtbprlc

Professional License Types codes are referenced by the **Prof Licenses** field on the Additional Name Information screen. Use the Professional License Types code to set up categories of professional licenses that your agency tracks for Names records.

The `nmtbprlc` code table is pre-populated with the following codes.

Code	Description
ACCT	Accountant
APPR	Appraiser
ARCH	Architect
ATTR	Athletic Trainer
AUDI	Audiologist
BARI	Barber Instructor
BARB	Barber Practitioner

Code	Description
CHIR	Chiropractor
COSM	Cosmetologist
DIET	Dietitian
ELEC	Electrologist
ENG	Engineer
ESTH	Esthetician
FUNE	Funeral Director
HAMR	Ham Radio Operator
HVAC	HVAC
HEAL	Health Service Provider
HEAR	Hearing Aid Dispenser
HYDR	Hydronics
INTD	Interior Designer
LDAR	Landscape Architect
LAND	Land Surveyor
MANI	Manicurist
THER	Marital and Family Therapist
MASS	Massage Therapist
MHEA	Mental Health Counselor
NAIL	Nail Technician
NHAD	Nursing Home Administrator
OCCT	Occupational Therapist
OPTO	Optometrist
PHYT	Physical Therapist
PA	Physician Assistant
PLUM	Plumbing
POD	Podiatrist
PSYC	Psychologist
REAG	Real Estate Agent

Code	Description
REFR	Refrigeration
SLI	Sign Language Interpreter
SW	Social Worker
SP	Speech Pathologist
VET	Veterinarian

`Code`

4 characters, alphanumeric field. A code for the type of professional licenses an individual might use.

`Descrpt`

30 characters, alphanumeric field. The full description of the Professional License Type code.

nmtbcntp

Notice Type codes are referenced by the **Type** field on the Critical Notices screen. The critical notices are displayed on the Names record.

The `nmtbcntp` code table is pre-populated with the following codes.

Code	Description	Sortseq
CAUTN	Known to Be Armed & Dangerous	1
CPERM	Concealed Permit Holder	2
PAROL	Currently on Parole	3
PROBA	Currently on Probation	4

`Code`

5 characters, alphanumeric field. A code for the type of critical notice.

`Descrpt`

30 characters, alphanumeric field. The full description of the Critical Notices type. The description is the text that appears on a Names record when the individual has a Critical Notices record.

`Sortseq`

3 character, numeric field. Used to determine the order in which alerts are displayed on a record. In the case of a record with multiple Critical Notices

records, the software displays the Critical Notice with the lowest sequence number. For example, an individual has a CPERM (sequence 2) and CAUTN (sequence 1) Critical Notices records. The software displays the CAUTN on the Names record since it has a lower sequence number. The software also displays a + (plus sign) next to the critical notice to indicate that there are multiple Critical Notices records.

nmtbadtp

Address Type codes are referenced by the **Type** field on the Names Additional Addresses screen. Use the Address Type code to set up categories of address types that your agency uses to track addresses.

The nmtbadtp code table is pre-populated with the following codes.

Code	Description
HOME	Secondary Home Address
MAIL	Mailing Address
SCHO	School Address
TEMP	Temporary Lodging
VOLU	Volunteer Address
WORK	Work Address

Code

4 characters, alphanumeric field. A code for the type of Address Type category.

Descrpt

30 characters, alphanumeric field. The full description of the Address Type codes.

sosttype

SO Offense Statute Types codes are referenced by the **Type** field on the Sex Offenders Offenses screen. Your agency can use the **Type** field to categorize the offense as a primary or secondary.

The nmtbadtp code table is pre-populated with the following codes.

Code	Description
P	Primary
S	Secondary

`Code`

1 characters, alphanumeric field. A code for the type of offense statute.

`Descrpt`

30 characters, alphanumeric field. The full description of the Sex Offenders Offense Statute types.

sotbactn

SO Action Type codes are referenced by the **Action** field on the Sex Offenders screen. Your agency can use the **Action** field to specify the next action that must be completed for the Sex Offenders record. For example, you can use the **Action** field to schedule an on-site visit.

The `sotbactn` code table is pre-populated with the following codes.

Code	Description
AN	Agency Notification
AV	Address Verification
CN	Community Notification
FOL	Follow-up
LTR	Letter Sent
NOT	Notes
OSV	Onsite Visit
REG	Registration
REN	Renewal

`Code`

3 characters, alphanumeric field. A code for the type of action category.

`Descrpt`

30 characters, alphanumeric field. The full description of the Sex Offenders Action Types codes.

sotbdisp

SO Disposition codes are referenced by the **Disposition** field on the Sex Offenders screen. Your agency can use the **Disposition** field to record whether a registered sex offender is still being tracked by your agency.

The `sotbdisp` code table is pre-populated with the following codes.

Code	Description
ACT	Active
INA	Inactive

`Code`

3 characters, alphanumeric field. A code for the type of sex offender disposition category.

`Descrpt`

30 characters, alphanumeric field. The full description of the Sex Offenders Type codes.

sotbidtp

SO ID Type codes are referenced by the **Type** field on the Sex Offenders screen. Your agency can use the **Type** field to record why a sex offender must register with your agency. For example, they might need to register because they are a resident, go to school, or are temporarily visiting in an agency's jurisdiction.

The `sotbidtp` code table is pre-populated with the following codes.

Code	Description
INC	Incarcerated
RES	Resident
STU	Student
TEM	Temporary Resident
WRK	Worker

`Code`

3 characters, alphanumeric field. A code for the reason the sex offender must register.

`Descrpt`

30 characters, alphanumeric field. The full name of the Sex Offenders ID type.

sotbmisc

SO Misc ID Type codes are referenced by the **Misc ID** field on the Sex Offenders screen. The Misc ID field allows you to record various types of identification for sex offenders.

The `sotbmisc` code table is pre-populated with the following codes.

Code	Description
DOC	Department of Corrections ID
SID	State Sex Offenders Registry ID
OSID	Other State Registry ID

`Code`

5 characters, alphanumeric field. A code for the type of sex offender miscellaneous ID.

`Descrpt`

30 characters, alphanumeric field. The full name of the sex offender miscellaneous ID type.

sotbreas

SO Dispo Reason Type codes are referenced by the **Reason** field on the Sex Offenders screen. Your agency can use the **Reason** field to specify why a registered sex offender is no longer active.

The `sotbreas` code table is pre-populated with the following codes.

Code	Description
EXP	Registration Period Expired
OOA	Out of Area
INC	Incarcerated
DEC	Deceased

`Code`

3 characters, alphanumeric field. A code for the type of sex offender disposition reason.

`Descrpt`

30 characters, alphanumeric field. The full name of the Sex Offenders Disposition Reason type.

sotbrlvl

SO Risk Level Type codes are referenced by the **Risk Level** field on the Sex Offenders screen.

The `sotbrlvl` code table is pre-populated with the following codes.

Code	Description	Sortseq
TIER1	Tier 1	3
TIER2	Tier 2	2
TIER3	Tier 3	1

`Code`

5 characters, alphanumeric field. A code for the type of sex offender risk level.

`Descrpt`

30 characters, alphanumeric field. The full name of the sex offender risk level type. The description is the text that appears on a Names record when the individual has a Critical Notices record.

`Sortseq`

3 character, numeric field. Used to determine the order in which Sex Offenders alerts are displayed on a record. In the case of a record with multiple Sex Offenders alerts, the software displays the Sex Offenders alert with the lowest sequence number. For example, an individual has a `TIER1` (sequence 3) and `TIER3` (sequence 1) Sex Offenders records. The software displays the `TIER3` alert on the Names record since it has a lower sequence number. The software also displays a `+` (plus sign) next to the Sex Offenders alert to indicate that there are multiple Sex Offenders records.

sotbstat

SO Status Type codes are referenced by the **Status** field on the Sex Offenders screen. The **Status** field is used to record why a sex offender is compliant or not compliant.

The `sotbstat` code table is pre-populated with the following codes.

Code	Description
VER	Verified
PEN	Pending Verification
ADD	Address Verification

Code	Description
RPD	Renewal Past Due
FTR	Failed to Register
ABS	Absconded
OTV	Other Violation

`Code`

3 characters, alphanumeric field. A code for the type of Sex Offenders Status type.

`Descrpt`

30 characters, alphanumeric field. The full name of the Sex Offenders Status Type code.